

UNISON - SYSTEMS MANAGEMENT SECTION

PROPERTY SURVEYOR

JOB DESCRIPTION

JOB TITLE:	Property Surveyor
REPORTS TO:	Property Manager, who in turn reports to the Director of Systems Management
GRADE:	Level 4 <i>£42,953 p.a., plus London Weighting £5,796 if applicable [2021 pay scale]</i>
LOCATION:	Based at UNISON Centre, or one of UNISON's regional offices

OVERALL SUMMARY

The postholder will be responsible for the day-to-day management of UNISON's property portfolio, including maintenance and statutory compliance of all properties owned or leased by the union, and oversight of fit-out, repair or refurbishment projects.

Supervision of elements of the work of Property Administrative staff is required, although they do not directly report to this post.

The Surveyor will also provide advice and support to UNISON Branches on property-related matters.

Tasks and Responsibilities

- Planned and preventative maintenance of Regional offices, including regular inspection of premises to determine condition;
- Development and implementation of property refurbishment programmes, including setting standards, monitoring and managing progress;
- Oversight of statutory compliance at all UNISON Regional and Branch properties, liaising with the Property Administration team to ensure all necessary inspections are carried out in a competent and timely manner, and any risks identified swiftly rectified;
- Commissioning services from professional advisors on property matters, including surveyors, valuers and legal representatives;
- Acting as client for building tenders for fit-out, repair or refurbishment of properties, in accordance with UNISON's Financial Standing Orders;
- Deputising for the Property Manager at internal and external meetings, including presenting proposals and answering questions;
- Preparing annual budgets for property-related matters;
- Advising Regional Office staff on property maintenance matters;
- Providing advice to UNISON Branches on property-related matters;
- Any other reasonable task relevant to the tasks and responsibilities above, as directed by the Property Manager or the Director of Systems Management

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PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age (up to 65). This Person Specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunity policy. It is given to all job applicants for information.

Experience and qualifications

- Relevant professional building qualification, or progress in studying towards one;
- Project management experience, including planning and co-ordinating the work of others;
- Experience in supervising administrative staff, providing advice and mentoring where required;
- At least five years' proven experience in property portfolio management, including development, refurbishment and maintenance schemes, and letting and overseeing building contracts;
- Familiarity with the provisions of the Landlord and Tenant Acts relating to leasehold property;
- Experience of carrying out property inspections, and assessing property condition;
- Proven experience of Health and Safety legislation and statutory requirements, and knowledge of risk management and good practice;
- Awareness of statutory requirements and best practice in ensuring buildings meet the needs of people with disabilities;

Skills

- Understanding of building methods and materials, including familiarity with building and Construction, Design and Management (CDM) regulations;
- Ability to read and interpret architectural plans and engineering drawings (knowledge of CAD software would be an advantage);
- Commercial awareness, and ability to ensure value for money;
- Ability to communicate confidently and effectively with personnel at all levels both within UNISON and with external organisations and suppliers, and demonstrating influencing skills;
- Excellent oral and written communication skills, including formal reports and presentations;
- Ability to work under pressure and prioritise effectively;
- Competent use of information and communications technology, including Microsoft Office applications (Word, Excel etc.) to at least intermediate level.

Other

- Ability to travel to locations around the UK, sometimes at short notice.
- Willingness and ability to carry out occasional work outside office hours, including in evenings and at weekends.
- Commitment to and understanding of UNISON's aims and values, including equal opportunities.

Other Information

Completed applications should be returned to to Shauna McDonald, Property Team Administrator, at s.mcdonald@unison.co.uk quoting the reference: **ORD/94**.

Completed application forms must be returned by **12 noon on Friday, 26 February 2021**.

Interviews will take place w/c **Monday 8 March 2021** online via Microsoft Teams.