

Role Profile

Job Title:	Assistant Building Surveyor – Building Services
Location:	Colindale – includes travel across Borough
Directorate:	Growth
Department:	Estates – Building Services
Grade:	H
Salary Range:	£39,276 – £42,771
Reports to:	Principal Building Surveyor

1. Job Purpose

To support the delivery of building surveying services across the organisation’s managed estate, assisting senior surveyors with inspections, surveys, project delivery, statutory compliance, design, tendering, contract management and other duties.

The role provides structured development and training to enable the postholder to progress towards professional membership through the RICS Building Surveying pathway (RICS APC).

The assistant building surveyor will support in maintaining, improving and safeguarding the Council’s managed estate including corporate buildings, community assets, schools, libraries and any other asset types in the managed estate ensuring they are safe, compliant, well-maintained and fit for purpose.

The postholder will work under the guidance of senior surveyors to gain practical experience across all core building surveying disciplines. This includes undertaking condition assessments, contributing to feasibility studies, supporting project design and delivery, assisting with statutory compliance (such as fire safety, asbestos and accessibility), and helping maintain accurate records.

2. Key accountabilities:

- 2.1. To carry out / assist with measured surveys and production of drawings
- 2.2. To carry out / assist with specifications and tender documentation c
- 2.3. To carry out / assist with applications for consent to Local Authority planning and building control departments
- 2.4. To carry out / assist with Condition surveys
- 2.5. To carry out / assist with Building surveys

2.6. To carry out / assist with Project Management / Co-ordination

2.7. To carry out / assist with Contract administration

3. Building Surveys & Inspections

3.1. Assist in carrying out condition surveys, measured surveys, compliance inspections, and building pathology assessments across the managed estate.

3.2. Support the production of schedules of condition, defect reports, and maintenance recommendations.

3.3. Record and input accurate site data for use in Council systems.

4. Project & Contract Support

4.1. Assist senior surveyors with feasibility studies, option appraisals, outline designs, specifications, and tender documentation.

4.2. Support contract administration tasks including site monitoring, progress reporting, valuations, snagging, and handovers.

4.3. Liaise with contractors, consultants, building users, and other stakeholders to support effective project delivery.

5. Compliance & Statutory Duties

5.1. Support activities relating to fire safety, asbestos management, water hygiene, accessibility standards and building control compliance.

5.2. Assist in monitoring and recording compliance actions within the Council's systems.

5.3. Update relevant documentation and ensure records remain accurate and audit ready.

6. Design and Specification

6.1. Assist with updating asset registers, floor plans, and CAD drawings.

6.2. Produce design information, CAD drawings, specifications or any other documentation required for works.

7. Site Inspections

7.1. Attend meetings, workshops, and site visits representing the Building Services Team appropriately.

8. Professional Development & Corporate Expectations

8.1. Participate in structured training, supervision, and development activities linked to RICS APC progression.

8.2. Maintain CPD logs and proactively develop technical knowledge.

8.3. Demonstrate alignment with Barnet's values and behavioural framework, promoting a customer-focused and collaborative working culture.

9. Change and Improvement:

9.1. To be part of the team in such a way that brings about positive change and improvement.

9.2. Assist in the development and implementation of policy, systems, processes, performance criteria governance frameworks and procedures within area of responsibility to meet strategic / operational requirements, internal and external reporting requirements and ensure compliance with external legislation and regulations.

10. Financial Responsibilities:

10.1. Ensuring adherence to procurement frameworks and guidelines in line with London Borough of Barnet's procurement requirements

10.2. Regular reporting of project budget status to ensure projects are delivered in line with the capital budget outlined.

11. Health and Safety Responsibilities

11.1. As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

12. Promotion of Corporate Values

12.1. To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

- **C**aring / **L**earning to Improve / **I**nclusive / **C**ollaboration

13. Flexibility

13.1. In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

14. The Council's Commitment to Equality

14.1. To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

Job Title:	Assistant Surveyor – Building Services
Location:	Colindale – includes travel across Borough
Department:	Growth
Directorate:	Estates – Building Services
Grade:	Colindale – includes travel across Borough
Salary Range:	£39,276 – £42,771
Reports to:	Principal Building Surveyor

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Degree (or equivalent) in Building Surveying, Building Studies, Construction, or a related built-environment discipline.	Essential	Application
Enrolment to MRICS Building Surveying pathway or similar professional membership and working towards achieving Chartered status.	Essential	Application
2 years RICS APC Diary or equivalent	Desirable	Interview
Experience & Knowledge		
Experience gained through university projects, placements, internships, or early employment in surveying, construction, or property.	Essential	Application
Experience conducting site work, inspections, or building surveying tasks.	Essential	Application/Interview
Experience drafting technical documentation, reports, schedules or drawings	Essential	Application/Interview
Experience working with contractors/consultants and attending site meetings and inspections	Essential	Application/Interview
Knowledge of core building surveying principles and competencies such as building pathology, construction technology, design and specification, contract administration, legal and regulatory compliance and RICS guidance	Essential	Application/Interview
Project management and contract administration experience	Desirable	Interview

Skill & Ability		
Clear written and verbal communication; ability to translate technical matters for non-technical audiences.	Essential	Application/Interview
Strong organisation and time-management; able to manage competing tasks across multiple projects.	Essential	Application/Interview
Strong IT and CAD skills including experience with construction software such as MS Project, Aconex and ViewPoint (or similar systems)	Essential	Application/Interview
An awareness of the local government environment.	Essential	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Desirable	Application/Interview
Inclusive		
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Desirable	Application/Interview

Caring for people, our places and the planet

Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview
--	-----------	-----------------------