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| **Job Title** | Project Surveyor |
| **Reports to** | Chief Building Surveyor |

**Job Purpose**

To act as Client’s Representative to deliver and support on various major refurbishment projects including residential, boarding houses and school buildings, managing contractors and consultants. The Project Surveyor will be accountable for managing a genuinely diverse range of estate including residential, classrooms, historic buildings, modern sports facilities, laboratories and technical infrastructure.

You will be employed within the Buildings Department of the College, working with a small team of in-house Building Surveyors, responsible for the complete property and facilities management of the College estate, including the maintenance, repair and improvement of the existing buildings, as well as new development.

**Key Tasks and Responsibilities**

* Act as Client’s Representative to deliver and assist on various major and minor refurbishment projects including residential, boarding houses and school buildings, managing contractors and consultants;
* Manage the tendering of various building works including the preparation of drawings using AutoCAD LT- (training will be provided if required) and specifications to be included in contract documents;
* Support on the College’s Computer Aided Facility Management System (CAFM)- the College uses Concept Evolution software- to maintain its Asset Register and Planned, Preventative Maintenance schedules.
* Liaise and co-ordinate with other College Departments in respect of proposed building works and work flexibly to best support navigating works alongside on-going school activities.
* Successfully apportion responsibilities, in the best interests of the College, to de-risk projects when appointing and managing Contractors and Consultants and in the shaping of delivery solutions.
* Work alongside and mentor (where applicable) other members of the team;
* Deputise for and assist the College’s Asbestos Co-ordinator with the inspection, labelling and recording of known asbestos containing materials on Site
* Take financial responsibility for allocated building projects and process orders/invoices;
* Archive and record information supporting Health & Safety and Operation and Maintenance Manual (O&M) files to support on-going facilities management;
* Adhere to current health and safety legislation and best practice in accordance with the College Health and Safety policy statement;
* Ensure own safety and the safety of others who may be affected by your own actions. Employees must follow instructions and liaise at all times with their line manager to enable the College to meet its legal responsibilities. Employees must stop work if the nature of the situation involves risk of serious injury to any person and must report and hazardous situation or defective equipment to their line manager without delay;
* Carry out any other duties and ad hoc duties as reasonably requested by your line manager;
* Commitment and promotion of equality, diversity & inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Experience in a similar Surveying or Property/Project Management Role is required with a background record of delivering projects and maintenance across complex estates;
* Experience of working in multi-disciplinary property management teams;
* A good working knowledge of statutory regulations and how to ensure compliant buildings and estate;
* Passion and understanding of heritage properties is advantageous but not essential;
* Familiarity with Joint Contracts Tribunal (JCT) suite of contracts, Building Regulations, Town and Country Planning General Regulations, Construction (Design and Management) Regulations and Health & Safety standards relevant to the role;
* Ability to work independently, at pace and under pressure, exercising good initiative and judgement whilst also being comfortable working as part of a team on larger projects;
* A working knowledge of CAFM systems (the College uses Concept Evolution) is an advantage;
* Demonstrable experience and skills managing sensitive customer relationships in a complex high-pressure organisation, and to ensure a high level of customer care and satisfaction.

**Working Pattern**

* Your working hours will total 37.5 hours a week with 1 unpaid hour for lunch. The Office Working Hours are 9am – 5.30pm but earlier or later start times can be negotiated. Some flexibility is required as a response to peak workloads.
* You will be working 52 weeks per year.
* You will be entitled to 21 days of holiday.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.