

Project Surveyor Job Description

JOB ROLE:	Project Surveyor
REPORTS TO:	Building Services Manager
DIVISION:	Property Services

COMPANY STATEMENT:

Salvation Army Trading Company Ltd is the trading arm of The Salvation Army in the UK and Republic of Ireland. Established in 1991 to help fund The Salvation Army's vital work with vulnerable people in the UK, today we raise money and encourage reuse and recycling through over 240 charity shops and donation centres and a nationwide network of around 8,000 clothing banks.

We are at the forefront of textile reuse and recycling and we work closely with our key partners, including some of the biggest retail and online brands. Our work extends to different markets through other divisions, supporting our parent church and charity and music interests in the UK and internationally. With the support of the British public, we have raised over £80 million over the past 10 years to help the work of The Salvation Army.

Our core purpose is 'enabling mission and providing resource to help the work of The Salvation Army' which we do following our values: Compassion, Accountability, Respect, and Equality.

SCOPE OF ROLE:

To support the Building Services Manager in managing and developing the UK wide occupational property portfolio. This includes ensuring that allocated projects are delivered on time and within budget and other property related contracts are procured, reviewed and managed to support our retail shops and other locations, ensuring that best value is obtained.

Home based with UK wide travel and the need for occasional overnight stays. SATCOL's support centre office is based in Wellingborough.

KEY RESPONSIBILITIES

- Promote the values and work of Salvation Army Trading Company Ltd - established to create jobs, to benefit the environment and, through profitable trading, help fund The Salvation Army's work in the United Kingdom.
- Promoting the company values with a discernible "Dare to Care" approach in all dealings, creating a positive and engaging working environment.
- Manage specific projects in line with agreed strategy, procurement rules and deliver within time and budget and to agreed standards. Prepare drawings and specifications, obtain Statutory Approvals and competitive tenders, place orders and administer works including making regular site visits through to completion. At all times ensuring key milestones are met and stakeholders are kept informed and up to date.
- Liaise and collaborate with the Environment and Sustainability team on key property related projects.
- Prepare specifications and tender documents for the procurement of property related goods or services including but not limited to planned and reactive maintenance services,

utilities etc. Define and monitor SLA's and KPI's and prepare reports to the business. Undertake contractor audits and ensure appropriate records are kept.

- Attend meetings as necessary, keeping records and minutes and follow up agreed actions.
- Prepare regular reports, briefing papers, presentations and progress updates and at all times ensure key stakeholders are provided with relevant and timely updates on works undertaken and information requested.
- Ensure that all property information and records are maintained accurately and up to date and develop as necessary.
- Build and develop relationships with contractors and suppliers to include holding regular reviews and ensure benchmarking/ tendering as appropriate.
- Be a contributing member of the Property Services Team and develop productive and collaborative relationships across all parts of the business.
- Attend training to develop relevant knowledge and skills where required.
- At all times ensure work is produced to a high standard and that deadlines are met.
- Carry out such other duties as directed by the Building Services Manager.

KEY ATTRIBUTES:

- Strong interpersonal skills, highly organised.
- Focus on partnership and collaborative working.
- Excellent communication skills, both in person and remote, both written and verbal.
- Ability to influence through persuasive reasoning.
- Highly motivated with a 'can-do' attitude.
- Ability to manage own time effectively and deliver to agreed deadlines.
- Problem solving and tenacity.
- Ability to understand and process information and present it simply and accurately.
- Comfortable operating both strategically and operationally.
- Experience within a multi-site national operator/occupier with significant UK travel.
- Ability to work calmly under pressure, multi-tasking and working with rapidly changing priorities.

DESIRABLE SKILLS AND QUALIFICATIONS:

- Membership of a recognised professional body ideally RICS Building Surveying Faculty (or CIOB)
- Experience delivering environmental and sustainability related property projects for a multi-site operator/occupier .
- Knowledge and understanding of the Construction (Design & Management) Regulations 2015, current Building Regulations, Planning Law, Health & Safety and Regulatory Compliance relating to Property and Facilities.
- Use of Computer Aided Drawing software (Autocad).
- Excellent knowledge and use of all Microsoft computer packages.
- An understanding of the charity sector.

Because of the changing nature of our business, your job description will inevitably change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.