

Job Title:	Building Surveyor		
Department:	Property and Operations		
Reports to (job title):	Director of Parish Property		
Accountable to:	Bishop of Salford, Chief Operating Officer, Trustees of the Diocese of Salford,		
Responsible for:	Parish Property		
Key Relationships:	Curial Heads of Department, Partner organisations, Clergy, Vicar Generals		
Location:	Cathedral Centre, 3 Ford Street, Salford, M3 6DP	Travel Required:	Travel around the Diocese will be required
Level/Salary Range:	£47,964-£58,628 Salary Band - E	Position Type:	Full time, permanent
Hours of Work:	35 hours per week, some flexible working will be required to include evening and weekend work.	Holidays	25 days per annum plus statutory bank holidays plus 5 closure days per annum (1-day Maundy Thursday and 4 days over the Christmas/New Year period)

Overview and Job Purpose:

To actively contribute to the work of the Surveying and Property Section in the delivery of a high-quality professional service to the Diocese of Salford. In providing the required professional service, the role holder will support the Director of Parish Property on matters relating to the repair, upkeep and development of Parish Property.

The role holder will ensure that buildings are repaired and maintained to an appropriate and safe standard whilst proactively seeking development opportunities that support the mission of the church and include undertaking works to listed buildings and other significant heritage sites including, project management from inception through to completion

Job Description:

Main Duties and Responsibilities

1. To undertake the role of Project Manager/ Contract Administrator on a variety of projects to include full project design, preparation of tender documentation, analysing tender returns/ quotations, providing recommendations, authorisation of payment certificates and the management of contractors and consultants.
2. To fully support the Director of Parish Property in their specific role and undertake related tasks as directed.
3. To support our parishes, parish centres and other stake holders with requests for repair and alteration to diocesan property and land.

4. To undertake the role of Client and/or Principal Designer ensuring that all project documentation is in place in accordance with the Construction (Design and Management) Regulations 2015.
5. To undertake and coordinate building inspections to identify defects, prepare reports and specify appropriate methods of repair.
6. To produce drawings and specifications for work to be undertaken on properties across the diocesan estate.
7. To appropriately respond and support requests relating to repair, maintenance issues and minor works.
8. Manage works relating to insurance claims. This will include liaison with insurers and loss adjusters, reporting on the cause of damage and advising on the necessary repairs and costs, maintaining thorough documentation to support the claim process, and overseeing the works on site.
9. Liaise and signpost general enquiries to ensure appropriate dissemination of information.
10. Provide support, when required, with the investigation of internal and external disputes/query of works which may also involve site visits to resolve the matter.
11. To prepare applications for project funding for submission to internal committees and Trustees.
12. To actively contribute to the production of procedural manuals and other administrative functions as necessary for the Parish Property section.
13. To prepare reports, applications and associated documents to obtain the required statutory approvals i.e. planning, building regulations and listed building consent (Historic Churches Committee).
14. To continually develop skills in existing and new IT systems and software packages as well as other areas across the section to ensure ongoing development and improvement.
15. Where applicable, fully apply oneself to the appropriate structured training programme, undertake the required levels of CPD per year and fully utilise the available training provided in specialist surveying and property areas.

General - Surveying & Property

1. To actively build strong working relationships with diocesan staff and other stakeholders including Parish Priests, Cathedral Staff, External Consultants and other associated parties.

2. Keep up to date with diocesan policies and procedures, current building regulations, statutory legislation, technological advances and in the sharing of knowledge.
3. To assist in maintaining and archiving records in accordance with current diocesan policy and data general protection regulations.
4. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
5. At all times act in a professional and appropriate manner and actively promote the ethos of the Diocese of Salford.
6. To undertake duties as may reasonably be required of you that commensurate with your level of skills, knowledge, experience, qualifications, and training.

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, are not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue this role, having been assessed by the Safeguarding Department, has been deemed not to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

The Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Diocese of Salford and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature, and must be undertaken outside of your contractual working hours as they do not form part of your employment with the diocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications and training:	<ul style="list-style-type: none"> Accredited Building Qualification (Degree Level) 	<ul style="list-style-type: none"> Additional qualification(s) relating to construction industry Chartered Membership of RICS or equivalent (IOB or MACBE)
Experience:	<ul style="list-style-type: none"> Working in the construction industry Working on a variety of projects in any capacity Undertaking condition surveys Have a good knowledge of construction and building pathology Experience of managing projects from inception through to completion in any capacity 	
Knowledge, skills, and abilities:	<ul style="list-style-type: none"> Good technical understanding and experience of current building regulations and practical implications Strong interpersonal skills to be able to communicate effectively with people at all levels. A strong attention to detail approach to task delivery and ability to manage programmes effectively. Excellent time management skills with the ability to organise and prioritise your workload to meet deadlines. 	<ul style="list-style-type: none"> Knowledge of conservation restoration projects and listed buildings Commercial awareness

	<ul style="list-style-type: none"> • To be a team player with the ability to develop effective working relationships and also work on own initiative. • Project management, presentation and negotiating skills. • Analytical thinking and strong problem-solving skills to assess complex issues and provide effective solutions. • Ability to identify own development needs and opportunities. • Competent in Computer Aided Design (CAD) 	
Personal qualities:	<ul style="list-style-type: none"> • Have a proactive approach to continuous improvement. • Ability and desire to learn new skills/tasks quickly. • A flexible attitude to work 	<ul style="list-style-type: none"> • Good level of resilience and the ability to handle setbacks while maintaining focus and professionalism. • Have good initiative and the ability to take identify potential issues and addressing them before they escalate.
Other requirements:	<ul style="list-style-type: none"> • This post is subject to a check by the Disclosure and Barring Service which will include the checking of the barred lists for working with children and with vulnerable adults. • All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. • Be willing to participate in ongoing training and continuing their professional development to enhance skills. • Able to undertake any travel in connection with the post. 	

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.

Other Information:

References and Reports

- Two professional references will be required.
- This post is subject to a Disclosure by the Disclosure and Barring Service and the barred lists will be checked for working with children and vulnerable adults.
- All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Prospective candidates must understand that the Diocese of Salford is a charity with a religious ethos based upon the rites and practices of the Catholic Church and with the intention of ensuring the legal and canonical obligations of the Bishop and Trustees are met. This role is of sufficient profile and impact within our organisation to require that the successful candidate will be respectful towards the aims and the ideals of the Catholic Church.

Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Confidentiality: During their employment the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

Safeguarding: The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

Environment: The Diocese of Salford is committed to creating an environmentally sustainable Diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.

Probationary period: This position is subject to completion of an initial probationary period of six months.

Driving: A driving licence and access to a vehicle along with the ability to travel regularly to various parts of the Diocese is essential.

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	Head of Operations	Date:	February 2025
Reviewed By:	COO/HR	Date:	February 2025

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

Print Name:		Date:	
Signature:		Department :	

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