

Supporting a thriving Parliamentary democracy

Job Title:	Building Surveyor Internally known as (Building Technical Officer (Outbuildings))
Salary:	Circa £37,510 per annum B2 (J1)
Team:	Parliamentary Maintenance Services Team (PMST)
Contract Type/Duration:	Permanent

Team Information

The In-House Services and Estates team aims to deliver a comfortable, safe and efficient environment for Members, their staff and staff of the House to work in; as well as providing a welcoming and functional environment for all visitors to the House of Commons.

Parliamentary Maintenance Services Team (PMST), within In House Services and Estate (IHSE), consists of approximately 115 in house staff and a large number of contractors who maintain the Parliamentary estates (Commons & Lords) buildings, engineering systems and furnishings in order to ensure a fully functioning, safe working environment, equipped for the demands of the 21st century. And, what an estate it is. Consisting of buildings that range from the historic Palace of Westminster to the modern Portcullis House, it's located within a UNESCO World Heritage site and spans four conservation areas

Technical Officers are responsible for specifying, managing and financially controlling all Minor Work repairs across the Estate via a mixture of contractors and in-house craft persons.

Job Information

The post holder will manage a wide range of Building & Civil Engineering (B&CE) maintenance repairs and improvements (and on occasion Mechanical & Electrical) across a range of outbuildings. This includes providing technical specifications, supervising contractors (and on occasion in house craft persons) whilst checking work for quality and safety and liaising with customers.

The day-to-day role will cover a wide range of fabric repairs and improvements, not limited to: decorating, leak investigation and repairs, structural faults, groundworks, plumbing faults, roof repairs, masonry repairs and the overhaul of offices and welfare spaces as required across the estate.

Key Tasks are:

- Provide a customer focused day to day repair & improvement service
- Identify or accept requests for work via Planon system and allocate to either in house Craft Team or contractors to meet agreed Service Levels in the most cost-effective manner.
- Manage small project works via Planon system identifying appropriate technical solutions etc
- Supervise all works to ensure carried out in compliance with all relevant safety and financial legislation and House standards

- Carry out building condition appraisal surveys
- Act as maintenance representative on major refurbishment projects
- Ensure all necessary planned maintenance tasks are identified and recorded on Planon

Responsibilities

Work Management

1. Work closely with the Accommodation Service Delivery managers and PMST colleagues to provide a high-quality customer focused building maintenance service.
2. Identify, maintain, and repair building structure faults, finishes etc consulting with colleagues when the complexity of such work dictates and report any significant issues to the Maintenance Manager (line manager).
3. Process Planon dockets and ensure that works are carried out within priorities allocated, to meet all agreed Service Level Agreements.
4. Liaison with colleagues to ensure, where applicable, that all building services are included in the Planned Maintenance regime, and arrange for the smooth execution of the works, supervise works in progress to minimise nuisance, and achieve a high work standard and timely completion, and, where applicable, to meet all agreed Service Level Agreements, and agreed programmes.
5. Carry out cyclical condition inspections and arrange for the findings to be dealt with or incorporated into the medium or long-term works programme.
6. Effective execution of work using Contractors, PMST shift, and Craft Team resource as available.
7. Prepare specifications, and contract documents, and prepare cost estimates.
8. Attending progress meetings for contracts against which orders have been raised.
9. Ensure a safe place of work for all persons using the Parliamentary Estate in so far as the danger arises from PMST maintained building structures, building services, or activities.

Hours

We offer a range of flexible working options and actively encourage applications from candidates expressing a wish to perform the role in a flexible working arrangement such as part-time working, job-share and compressed hours.

Net conditions full-time working hours for staff of the House are 36 hours per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

Hybrid Working

Our mission is to support a thriving parliamentary democracy – and today more than ever, this means being ready to carry out our essential functions in Westminster and elsewhere. Since 2020 our workforce is involved in developing new, business resilient capabilities for hybrid working. We support colleagues to deliver excellent services on the Parliamentary Estate and remotely, while the balance of location varies according to the requirements of each job role.

If you are selected for an interview, please discuss the working arrangements for this role with the interview panel.

Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability and/or experience a difficulty or disadvantage in your workplace.

Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to see how we can meet your needs.

Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

Inclusive: We value everyone equally; We respect each other; We all have a voice.

Courageous: We try new things; We own our actions and decisions; We learn from our mistakes.

Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

Skills and Experience

Criterion 1 – Essential

NVQ Level 3 (or equivalent) in a Building Services/Maintenance discipline, or a Building Surveyors discipline.

Criterion 2

Must have experience of managing building and civil engineering works in a complex environment and working knowledge of Building related Health & Safety issues in a maintenance/construction environment.

Criterion 3

Excellent interpersonal and communication skills (written and oral) with the ability to relate to people at all levels. whilst upholding the principles of equality, diversity, and inclusion.

Criterion 4

Working knowledge in the use of various IT software packages including Word, Excel, Fault Reporting Systems and CAFM and BMS System

Criterion 5

Must have the ability to work well under pressure and able to prioritise and plan your own and staff's workload.
