





WELCOME TO SMITHERS PURSLOW

Dear Candidate

Thank you for considering a role with Smithers Purslow.

We are proud of our employees and the role that they play in growing the business. We have ambitious plans to expand over the next few years and are looking for people who share the same vision.

We have a culture built on respect and teamwork, building and fostering relationships, working hard but in a supportive, concerned, empathetic manner. You will need common sense, a sense of humour and we like to feel that everyone is involved, valued and appreciated.

We have recently set up our South East regional office and are looking for a team of building surveyors to join us to help build the business and support the growth of our team in the region. This role will suit an ambitious individual with drive, passion for customer service and who believes in our values.

In return, we will offer you a rewarding career and a role in an exciting development for us for the future. You'll be involved in a wide range of projects in insurance, residential and commercial buildings. You won't be bored, as every day is different!

If this sounds like the business that you would thrive in, then please forward your cv and covering letter to vacancies@smitherspurslow.com stating why you are the ideal person to join our team.

Yours sincerely SMITHERS PURSLOW

Stephen Fraser Director

January 2020







BUILDING SURVEYOR – SOUTH EAST

Smithers Purslow, Consulting Engineers & Surveyors, is looking to recruit building surveyors based in the South East. We are flexible on location. Our regional office is in Reading so you would need to be able to attend meetings regularly. You could be based in Chelmsford, Redhill, Gatwick area or home based in the region. This is a busy and varied role providing surveying consultancy services on a wide range of building structures' projects, primarily residential and commercial buildings in all forms of construction.

We have ambitious plans to expand over the next few years and are looking for people who share the same vision.

This position provides a perfect opportunity for the successful candidate to show their ambition, drive and passion for customer service, as well as delivering our values, a professional manner and good interpersonal communication skills are essential. Ideally you will be chartered or on the pathway or maybe you need support to help you achieve the status. You should have experience in residential building and preferably the insurance market.

The post is a full time, permanent position, with a competitive salary and company pension scheme.

If you are self-motivated, have a real enthusiasm to progress and are looking for your next challenge then please email vacancies@smitherspurslow.com attaching your Curriculum Vitae.

If you'd like to have a chat with us first, please email our HR consultant, Debbie Dear on debbie.dear@stamfordhrsolutions.co.uk and we can answer your questions.



SMITHERS PURSLOW JOB DESCRIPTION

Job Title Building Surveyor

Report to Regional Director

Location London / Reading / Chelmsford, could be home based

JOB PURPOSE

Responsible for surveying projects within own area of specialism and delivering a outstanding customer service to grow our business and team

Support the Directors to achieve their objectives

RESPONSIBILITIES

- To undertake project management on building projects allocated within area of specialism and responsibility in accordance with current standards and statutory requirements.
- Provide surveying consultancy services on wide range of building structures projects, primarily residential and commercial buildings in all forms of construction.
- Role involves providing complex survey, structural investigations, building adaptation, party wall, CDM, design & contract administration and expert witness services.
- Support the office development and other team members to achieve individual and team targets against clear objectives and through effective team meetings.
- Meet service standards and productivity levels in compliance with the quality management system.
- Ensure personal development in accordance with the latest technical publications and available statutory legislation, British Standards, codes of practice and best practice documents issued by clients.
- Provide a high degree of customer care to every project to ensure a satisfactory result.



- Share knowledge and experience with colleagues by providing informal/ formal training sessions to maximise individual and team achievement.
- You will comply with all the policies of the organisation and ensure that the staff within your areas of responsibility are aware of and comply with the policies, procedures and practices.
- The duties and responsibilities outlined in this job description are liable to change to meet the needs of the business. The Directors will discuss and agree any significant changes that arise.

TYPICAL PROJECT WORK

To bring the job to life here are some examples of typical project work that you would be involved with:

- Specifying, tendering and contract administration for the repair of domestic residential properties following fire, flood, impact damage. This can often include works on Listed properties.
- Dealing with Party Wall services on a range of developments acting for both Building Owner and Adjoining Owner.
- Preparation of Value at Risk calculations.
- Carrying out full Building Surveys on behalf of prospective purchasers.
- Specific defect reports for private and insurer clients.
- Completing feasibility studies for new development working in conjunction with our in-house Engineers and Architectural teams.
- Preparation of Schedules of Dilapidations and acting for both Landlord and Tenants.
- Preparation of planned and maintenance Surveys for both residential and commercial properties.
- Development monitoring for funding release.



PERSON SPECIFICATION

The information listed below will be used to select individuals in line with our recruitment policies and are our minimum requirements.

Qualifications

- Degree in Building Surveying
- Chartership or working towards Chartered status

Experience

- Experienced surveyor with a residential experience and preferably the insurance market
- Experience of working with multi-disciplinary teams
- Excellent computer skills with a good knowledge of Microsoft Office
- Good working knowledge of current building standards and codes of practice
- Understanding of traditional and current building technologies
- Due to the necessity to visit sites, a UK driving licence is essential

Qualities and Skills

- Good time management skills with the ability to prioritise work and manage a number of tasks concurrently
- Ability to work on own initiative but understand level of responsibility within the team
- Excellent communication skills both verbal and written
- Be a highly motivated individual with drive and energy to achieve our vision
- Be keen to develop their individual capability and career development

- Positive outlook and engaging personality
- Ability and commitment to go the extra mile
- Strong commitment to excellent customer service
- Common sense thinker
- Professional appearance and ability to act as an ambassador for the organisation
- Ambitious with personal drive to succeed as part of a team



CANDIDATE INFORMATION

Working at Smithers Purslow

It's always hard to know what an organisation is like to work for. It is really important to us that you make the right move for your long-term career.

Rather than quoting corporate speak, we thought we would ask our staff what the culture is like and they explain it in their own words below:

An honest, professional, people-focused establishment where encouraging and empowering management support loyal and hardworking staff. Smithers Purslow's family values and integrity foster a positive, sociable, no-blame culture.

"Smithers Purslow's culture is one of positive attitude with a first-class work ethic that inspires and elevates talent and leaves you with a sense of involvement, achievement and appreciation.

Employees are encouraged to work on their own initiative, giving a feeling of genuine contribution and trust." "Smithers Purslow is extremely familyorientated, has great camaraderie and prides itself on really 'caring' for its employees and clients."

"Integrity, honesty, hard work, togetherness and 'the will to succeed' are the key to its success."

We recently been reaccredited with Investors In people at the Platinum level for the second time. We've included some extracts from the report as we felt it helped explain who we are:

- Employees at Smithers Purslow consider that the company is an excellent place to work and is extremely customer focused
- People commented that the Directors "reflect our values of hard work, integrity and looking after people and customers".
- There is a high amount of informal interaction in the office; it is part of the Smithers Purslow culture that people update one another frequently and do not hold back information
- High performance is very much encouraged. "Everyone here does the job to the best of their ability. That's why I like it here".

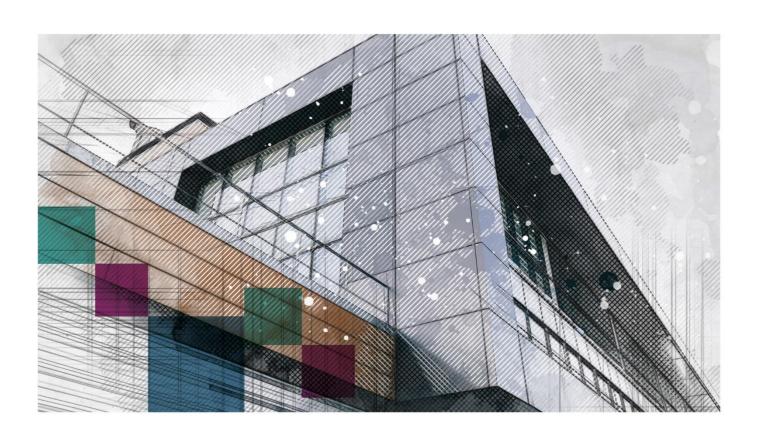


OUR PURPOSE

We want every experience with Smithers Purslow to be the best

OUR VALUES

- To be the best at what we do, proving top customer service
- To be understanding and straight forward
- To empower and respect our people, and have great teamwork
- To be independent, honest and fair





THE PACKAGE

Salary

We want the best people and we know that this means offering a salary that is usually more than the industry standard. We don't have lots of extra add-on benefits as we prefer to give people the choice about what they want and don't need. So, we try to keep things simple and set out our basic benefits and then give you the salary to enable you to make the choices that suit you.

Bonus

We like to share in success. When we are successful we all enjoy a share in a bonus at Christmas. Bonus amounts vary depending on the role and this would be discussed with you at the appointment stage. We make sure that everyone will benefit in our team success.

Pension

We offer a pension scheme with an employer contribution of 7.5%. You are automatically enrolled when you join the company.

Working Hours

Our core hours are 37.5 per week, but as with all jobs in the sector, the working hours need flexibility to complete the jobs as required for customers. In return, we don't count hours and offer you some give and take flexibility as well.

We offer 25 days holiday plus bank holidays increasing to 28 days after 3 years.

Sick Pay

Although we hope you don't need to use it, it is reassuring to know that if you need to be off sick for major illnesses then we are able to support you with company sick pay which is one month's full pay and one month's half pay.

Career Development

We offer some great opportunities to develop your skills and your career. Many of our staff have been internally promoted and have had investment in their training and development over the years. We particularly offer working on cross-functional project teams which means you get to find out all about other areas and use your strengths for the benefit of the business.

Social Events for the Team and Family

We offer regular social events including Friday BBQs, a summer garden party for families and a Christmas party for staff and partners.

We believe that spending time together helps us work better as a team and your personal life is just as important as work life.