SMITHERS PURSLOW

ENGINEERING ▪ SURVEYING ▪ ARCHITECTURE

Independent Professional Expertise

CANDIDATE RECRUITMENT PACK

CHARTERED BUILDING SURVEYOR

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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 are looking for a Chartered Building Surveyor to support the growth of our Building Surveying team, in Nottingham. This 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, construction and general 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

ADVERTISEMENT

CHARTERED SURVEYOR

Smithers Purslow, are looking to recruit a full time Chartered Building Surveyor to join our growing team. This is a busy and varied role providing support to the Midlands Director on a wide range of projects, including insurance work, 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.

The post is a full time, permanent position, working 37.5 hours per week 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.

SMITHERS PURSLOW

JOB DESCRIPTION

Job Title	Chartered Building Surveyor
Report to	Midlands Director
Location	Nottingham

JOB PURPOSE

The Chartered Building Surveyor is expected to support the Midlands Director and is responsible for handling projects within own level of authority and providing training and guidance to supporting team members.

RESPONSIBILITIES

- Provide advice on the design, construction, maintenance, repair, and refurbishment of all types of residential and commercial property to carry out building and measured surveys
- To promote and help grow commercial surveying work nationwide and throughout the business
- Ensure buildings conform to the latest building regulations and technical standards
- Taking particulars on site, writing up specifications, obtaining estimates, planning maintenance programmes and administering contracts for maintenance work and report on building defects
- Handling claims and negotiations with loss adjusters leading to the preparation of drawings and specifications for remedial work
- Prepare schedules of dilapidations (land and buildings)
- Provide advice in connection with planning applications, appeals, boundary disputes, government grants and acting as an expert witness in building contract, boundary and professional negligence issues.
- Supervision of construction work on site and property survey and valuation
- Contribute to the company's marketing objectives, targets and initiatives
- At all times to comply with the requirements of the Company's administrative, personnel procedures and Health & Safety regulations

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.

PERSON SPECIFICATION

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

Qualifications

- MRICS

Experience

- Experience in handling design/contract administration of insurance claims / large losses
- Experience and extensive working knowledge of consulting engineering, surveying, architectural & planning practices and procedures supported by an awareness of the latest statutory requirements, technical publications and guidelines.
- Experience and knowledge of Party Wall
- Experience in negotiation, supervisory and leadership roles
- Experience in working to deadlines and within budgets on large scale projects
- Experience and understanding of CDM Regs 2015, Party Wall and Building
- Regs legislation

Qualities and Skills

- Sound mathematical, scientific and IT skills and the ability to think methodically to problem solve.
- Excellent verbal and written communication skills
- Flexible and Variable Attitude to work type

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 family-orientated, 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 achieved Investors In people at the Platinum level. 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 VALUES

- To be the best at what we do, providing 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.

Family Friendly Policy

We offer a generous family friendly policy once probation has been completed.

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.

Holidays

We offer 25 days holiday plus bank holidays. We also have a generous long service holiday benefit in place.

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.