



JOB DESCRIPTION

Job title	Building Surveyor
Location	London
Reporting to:	Senior Building Surveyor

ABOUT THE ROLE

The Arch Company is the UK's largest small business landlord, serving thousands of business owners who make a unique and vital contribution to the UK economy. The company purchased Network Rail's former commercial property estate in early 2019 and have a property portfolio of approximately 5,200 railway arches, business estates, former station buildings and other properties.

The Arch Company is proud to be the landlord to a diverse, passionate group of small business owners, entrepreneurs and community organisations across England and Wales. The Arch Company shareholders are Telereal Trillium and Blackstone Property Partners.

JOB PUROSE

Provide relevant technical advice and to deliver Maintenance, Renewal, Re-letting and Minor Capital Investment works.

KEY ACCOUNTABILITIES

- Develop and maintain effective and consistent communication and collaboration between Asset and Property Management colleagues, to maximise commercial portfolio performance and minimise risk.
- Provide timely, clear and professional technical advice relating to asset failure, tenant alterations, party wall, dilapidations, maintenance and re-letting works.
- Assess and advise on maintenance, renewal and enhancement requirements to appropriately inform and populate future programmes of work.
- Undertake multiple asset condition inspections and produce site-specific maintenance, renewal and enhancement proposals.
- Prepare funding papers for approval within The Arch Co corporate governance framework.
- Design, procure and directly project manage multiple work schemes, supported by specialists and cost managers as required and keeping stakeholders informed on progress, managing through to completion and hand-back, safely within planned programme and budget parameters.
- Prepare accurate project briefs to appoint and oversee consultant designers and project managers to delivery projects within planned programme and budget parameters.
- Provide regular management reporting on progress and performance.
- CDM Regulations – At appropriate points in the delivery process, undertake representative role of Client, Designer and Principal Designer on behalf of The Arch Co in line with company standards.

Key Skills, experience and qualifications

Essential

- Demonstrable experience in delivering a maintenance and capital improvement works across large diverse commercial portfolio
- Demonstrable experience of working directly with commercial property agents
- Capable of independent and collaborative working to suit workflow
- Educated to Degree level
- Assoc / Member RICS / CIOB or equivalent (minimum 3-5 years PQE preferred)
- Thorough knowledge of statutory and industry requirements for building and construction works including the Building Regulations, CDM Regulations and Planning & Consents Processes
- Strong communication skills and customer focussed approach
- Strong IT skills, specifically Excel & Word, and a working knowledge of MS Project
- Full Driving Licence

Desirable

- Understanding of railway safety regime
- Experience in use of NBS or other similar specification packages
- Experience of working on heritage buildings

Find out more:



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