

  
**COMMONWEALTH  
WAR GRAVES**  


JOB DESCRIPTION

SUMMARY INFORMATION	
Job Title:	Building Surveyor
Department:	Africa and Asia Area (AAA)
Contract Type:	Permanent
Job Purpose:	Responsible for the effective management of Works projects and Works technical standards throughout AAA as delegated by the Operations Manager AAA. To manage the implementation of organisational policy including application of health and safety, environmental standards, sustainability standards, conservation management and approved working practices.
Job Band:	D
Reports to:	Technical Manager (Works)
Direct Reports:	As assigned; Contractors
Other Key Contacts:	Area Management Team, Estates, Regional and Country/Cemetery Managers. Maintain and develop contacts with local authorities, diplomatic missions, contractors or individuals where this may be of use in facilitating the work of the Commission.
Financial Responsibilities:	Operational budget, as delegated
Location:	Office based – Maidenhead
Working hours:	<p>Hybrid working 08:30 – 17:00 Tuesday One day on a Monday or Wednesday</p> <p>There will be frequent requirement to work out of hours whilst working overseas as a result of touring commitments (approximately 12 weeks per annum), predominantly evenings and/or weekends. Time off in lieu will be granted for overtime worked.</p>
Travel:	Must be willing to travel within the AAA area, to Commission offices and sites, sometimes at short notice and for limited periods. Valid passport
Full UK Driving Licence:	Required
Right to work:	Must have right to work in UK

## COMMISSION BACKGROUND

The Commonwealth War Graves Commission (CWGC) honours the 1.7 million men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten.

Our work commemorates the war dead, from building and maintaining our cemeteries and memorials at 23,000 locations in more than 150 countries to preserve our extensive records and archives. Our values and aims, laid out in 1917, are as relevant now as they were 100 years ago.

## KEY RESPONSIBILITIES and ACCOUNTABILITIES

### General – Condition Surveys

- Plan and Implement the AAA Structural and Base Site Condition Survey Programme, liaising with Works Managers on scheduled surveys.
- Develop and manage a survey programme for all base sites that investigates and identifies sustainable and energy efficiency improvements in order to meet or exceed the sustainability strategy targets.
- Carry out both Structural and Base Site condition surveys, and transfer the resulting information into the CWGC's Condition Survey Software.
- Develop a series of costed and internally approved Projects (from Base site refurb/construction – Sustainable improvements) that can be programmed into the area 5 year plan.
- Contribute to the development of both Annual and 5 year Area Business Plans. Provide principal technical advice concerning construction projects to Area Director and Operations Manager in support of the Area Business Plan and objectives.
- Work with Regional Managers in implementing all given projects in line with the Area Business Plan and the Estates Dept guidelines.
- Carry out all projects using the CWGC Project Management Office System.
- Preparing and developing works contracts including Fidic and small works contracts in conjunction with the legal team.
- Manage the Area's Amendments and Addendas to find appropriate solutions and develop business cases for works to be completed.
- Manage the Area's Register box replacement, and installation of VIPs.
- Manage the area's Planned Preventative Maintenance programme for all base sites and accommodation to ensure base site conditions continually comply with Commission standards
- Act as Project Manager for a number of property based projects, ensuring the result meets the needs of the organisation and stakeholders.
- Manage Accommodation repairs throughout AAA. Liaise direct with occupants. Develop an annual survey programme for accommodation to ensure the properties remain in good condition.
- Manage delegated budgets, prepare estimates and submit monthly/quarterly expenditure reports as required.
- In collaboration with the Health and Safety Advisor, implement Health and Safety policies, with specific regard to contractor management, promote safe working practices.

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- Record and report on project related accidents and near misses, taking appropriate action to effectively manage risk. Support the management of Area Health & Safety compliance.
- Maintain accurate records of changes made to all buildings during projects, and supply as built technical drawings, adding any new maintenance requirements to the PPM's.
- Manage the Area Headstone & Bronze plaque procurement and installation process
- Act as the area lead for the Estates-led accessibility study, influencing outcomes to ensure Area requirements are taken into account and then to ensure AAA complies with Commission standards.
- Manage tenancy licences to ensure they continue to be fit for purpose and meet Area needs.

#### Project Responsibilities

- Application of the Commission project management process and direct project management of all phases as delegated by Operations Manager.
- Promote the Areas activity by proactively supporting communications planning linked to project works.

#### Team Performance

- Supporting Operations Manager in the performance, behaviour and progress development for AAA colleagues; monitor and support the performance management of the wider regional teams through delegation.
- Deliver training to both staff and contractors to maintain and improve the relevant skills.
- Conduct regular team meetings to update staff on all aspects of technical operations.

#### Financial & Risk Management

- Authorise and monitor monthly expenditure in accordance with corporate accounting practices and within agreed delegated budget and financial delegated authority per transaction.
- Ensure all Contractors receive an appropriate pre-project health, safety and site induction to project sites, and that all contractor health and safety documentation is up to date.
- Ensure that suitable supervisory arrangements are in place for all projects

#### Other Accountabilities

- Work closely with the Estates team gaining technical advice and direction, including getting proposed projects through the Form B approvals process.
- Deliver projects using the PMO and liaise with and contribute to the improvements of the PMO system.
- Liaise with the AAA H&S Advisor and Head of H&S to ensure that H&S compliance is achieved in all countries.
- Work with the Legal team on issues such as contracts, site tenure and boundary lines.

#### Job Functional Knowledge

- The job requires extensive experience and practical experience at operational level. Thorough knowledge of organisation policies works standards and practices.

#### Business Expertise

- Uses their knowledge effectively in taking forward the goals of the Commission. Has an understanding of the extreme climatic conditions and be able to adopt working practices accordingly.

#### Leadership

- Promotes the values and culture of the Area and wider organisation, acting as role model in achieving high standards and value for money operations.
- Monitors standards and conduct of contractors.

#### Problem Solving

- Able to prioritise the allocation of resources in order to successfully execute agreed work programmes. Is sensitive to the need to work flexibly, and at times, beyond conditioned working hours in the region. Uses the resources wisely and economically.

#### Nature of Impact

- The job has an impact on the business through their managerial and technical responsibility. Is able to impact and influence for planning of resources and contributed to end results.

#### Area of Impact

- Direct impact on own team and the wider Operations Department.

#### Interpersonal Skills

- Fosters and develops productive relationships with staff, local officials, outside agencies and dignitaries at all levels to ensure the smooth running of the region.

PERSON SPECIFICATION
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#### Education and Knowledge

##### Essential

- A recognised and relevant technical qualification (degree or equivalent).
- Experience (minimum 2 years) of working in a supervisory position.
- High computer literacy including AutoCad, Excel, Word, Outlook.

##### Desirable

- A qualification or proven training record in building surveying and/or architecture and conservation.
- Experience of working in different cultures, with understanding of cultural and political sensitivities and operations in complex environments.
- A recognised H&S qualification at the level of IOSH Managing Safely standard.

## Experience

### Essential

- Practical experience of direct project management (end to end – all phases).
- Experience of managing tendering processes for £50k to 300k range projects.
- Change and performance management at operational level.
- Experience in researching and compiling business case documents in support of project approval and bids for approved funding.

### Desirable

- Thorough knowledge of organisational policies, surveying practices, and a conservation based approach to management of the Commission's estate.
- Experience of travelling to remote locations including lone working.

## Skills and Abilities

- Provide clear and consistent direction and guidance to Works staff to meet objectives. Confident to make key technical decisions in support/in absence of Area Operations Manager.
- Ability to develop productive relationships to ensure effective and efficient execution of Works Operations and support operations with effective communications when operating remotely.
- Ability to work with a high degree of motivation and autonomy, organising work to meet deadlines set by the Operations Manager or others. Seek and accept increased responsibility.
- Ability to prioritise the allocation of resources in order to successfully execute agreed work programmes. Sensitive to the need to work flexibly, and at times, beyond conditioned working hours in the region. Use resources efficiently, effectively and economically. Cognisant of the need for a 'value for money' approach. Apply established procurement policy and purchase management practices.
- Use knowledge effectively in taking forward the Commission's goals. Has an understanding of the demands of working in extreme climatic conditions and is able to adapt working practices accordingly.
- Deal effectively with poor performance. Establishing and monitoring standards and conduct, providing coaching and assistance to motivate staff to give their best.
- A committed team worker that recognises and celebrates the contributions made by others.
- Committed to professional development
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and, where line management responsibility, responsibility for others

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*Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the Commission.*

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Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: