

Role Description Form

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| Job Title: | Property Surveyor |
| Job Holder(s): | TBA |
| Sub Department: | |
| Department: | UWSP Ltd |
| Responsible to (title and name): | Building and Facilities Manager |
| Responsible for (title and numbers): | No direct line management responsibility. Responsible for the motivation and coordination of internal and external staff within the structure of the projects allocated. |

Job Purpose:

Under the direction of the Building & Facilities Manager assume responsibility for the coordination and ultimate delivery of construction & maintenance projects within defined cost, time and quality parameters. To ensure projects are managed within current UWSP and UoW Operational & Financial procedures.

To be responsible for the feasibility assessment, design, supervision and contract management of refurbishment and planned maintenance projects across the Science Park and University as directed. Where directed carry out design, supervision and contract management tasks within projects.

To manage the process for new commercial tenant leases and lease renewals across the University of Warwick Science Park and University Estate. This will involve liaising with all stake holders within the process including the Science Park Director, Centre Managers, the University's Estates Office, Finance, and Health & Safety departments and client organisations. The post holder will undertake the complete lease administrative process ensuring that all aspects of the proposed lease arrangement complies with University and Science Park financial regulations and other relevant regulations and statutory legislation.

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| Principal Accountabilities | % |
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| This section contains the same information as the 'Duties and Responsibilities' of the Job | |
| <p>Building Refurbishment and Maintenance.</p> <p>a) Building refurbishment and Upgrade</p> <ul style="list-style-type: none"> • Undertake feasibility studies for refurbishment projects, preparing initial budgets • Prepare specifications and plans as necessary, working with external consultants as required. • Submit projects for building regulation and planning approval as required. • Undertake tenant consultation exercises. • Procure works and appoint contractors on a value for money basis. • Undertake project management of projects ensuring their delivery on time on budget and to a high quality finish. <p>b) Assist in the development of planned maintenance programmes through the analysis of responsive maintenance repairs and through the understanding of the life expectancy of different building components.</p> | 60% |
| <p>Commercial leases/licences</p> <ul style="list-style-type: none"> • Administer University and Science Park processes for the negotiation and agreement of new and renewing leases and licences, at all times ensuring compliance with FP20 • Update and maintain tenancy schedule for all commercial property managed by the Science Park, currently including Science Park, Innovation Centres, University third party tenancies and Wellesbourne Campus for leases/licences. Ensure correct information is shown for the raising of monthly rent invoices and direct debit collections; copy schedule to Management Accountant and Centre Managers. • Maintain weekly logs for Heads of Terms, leases/licence, FP20's sent to University, approval of lease/licence returned, log notification to solicitor, Centre Managers and The Universities Group Finance Director. <p>a) University leases/licences to third parties</p> <ul style="list-style-type: none"> • For existing tenancies identify key dates and dealing with rent reviews, renewals, expiries etc. in a timely manner • For all new enquiries and for proposed renewals, work with departments across the University (including space Management, Estates, Health & Safety, academic departments and others) to establish if it is appropriate to let the premises, submitting proposal to Group finance Director for approval • Advise on negotiations with prospective and current tenants according to the brief from the Group Finance Director taking the lead when requested. | 40% |

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| <ul style="list-style-type: none"> • Prepare Heads of Terms and lease/licence documentation using the Company's solicitors, liaising with management and other University personnel as appropriate and submit documentation for signature. • Produce a landlord information pack for the department managing the building/space occupied by the tenant. • Undertake condition surveys at the start and end of the lease, preparing a dilapidations schedule <p>b) Science Park leases/licences and Wellesbourne campus</p> <ul style="list-style-type: none"> ▪ Prepare lease and licence documentation from details provided by Centre Managers, liaising with management and legal representative as appropriate. | |
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Knowledge, Skills and Experience

This section contains the same information as the Person Specification

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| Qualifications | A construction or property related first degree or Higher Technician qualification or equivalent professional qualification in a construction related discipline |
| Professional Qualifications | A professional membership of an appropriate professional body (e.g. RICS, MCIQB, APM) is desirable but not essential; however, 2 years' experience of project delivery in a 'client side' position is the minimum acceptable. |
| Previous Experience | <p>Experience of managing construction projects and undertaking the management of planned and responsive maintenance.</p> <p>Experience with the letting of commercial leases and a working knowledge of dilapidations surveys and schedules</p> |
| Knowledge and Skills | <ol style="list-style-type: none"> 1) Post holders are expected to have a working competency in: <ol style="list-style-type: none"> a) The use of construction contracts and their administration b) Construction technology, building design and specification writing c) Construction Health and Safety, as client and designer 2) Post holders are expected to have a working knowledge of: <ol style="list-style-type: none"> a) IT systems (MS Office suite including Excel and MS Project) 3) Possess a good all-round knowledge of the construction process probably underpinned with expertise in a discipline specialism. 4) Excellent interpersonal and communications skills, with the ability to explain/present complex information. Develop internal and external relations, motivate, develop and encourage performance in others and the ability to negotiate and persuade at a high level. 5) Commitment to continuing professional development. 6) The ability to form strong working relationships |

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| | 7) The ability to travel between different sites. |
| Other Information | <p>Highly organised with the ability to work under their own initiative</p> <p>Willingness to work flexibly as and when required including occasional out of hours work</p> <p>The ability to prioritise work under pressure</p> |
| Dimensions | |
| Financial | <p>The post holder will be responsible for delivering a number of maintenance and refurbishment projects.</p> <p>Relevant recent/current projects include:</p> <p>Business unit refurbishment.(£10k to £50k)</p> <p>Washroom facilities refurbishment throughout a building (£100k)</p> <p>Managing the installation of large air conditioning systems to occupied commercial premises.(£200k)</p> <p>There are approximately 150 Science Park leases/lease renewals ranging from 6 months to 10 years per annum underpinning the Science Park income of £7m per annum. In addition, there are approximately 50 University leases which each have specialised terms depending on a large number of factors.</p> |
| Operational | <p>The areas of involvement are diverse and complex, requiring an individual to co-ordinate and motivate contractors and liaise with external consultants and tenants.</p> <p>Working on University leases will require the post holder to liaise across a range of University departments including Estates, Health and Safety, Academic departments, Space Management. The post holder will be required to communicate to senior colleagues</p> |
| Staffing – Supervision Given | The post holder will have no direct reports but will be expected to provide guidance to members of the Science Park team as necessary. |
| Staffing – Supervision Received | Direct supervision is received from Science Park Management however a limited degree of autonomy is to be expected to allow some latitude for decision making with the objective of responsibility and ownership in the role. |
| Planning and Organising | |
| What is the furthest ahead the job has to plan? | |
| Daily | <input type="checkbox"/> |
| Weekly | <input type="checkbox"/> |
| Monthly | <input type="checkbox"/> |
| Quarterly | <input type="checkbox"/> |
| Annually | <input type="checkbox"/> |
| x | <input type="checkbox"/> |
| Longer | <input type="checkbox"/> |
| Which Principal Accountability does this relate to? | <p>Planned maintenance programmes.</p> <p>Planning refurbishment projects.</p> |
| Please provide an example of the work the post plans in advance (using the longest timescale). | |

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Some Science Park projects relevant to this post can be planned for completion up to 1 year ahead, this will require the organisation of tasks of all elements of the project with in-house and external resources being planned and allocated in accordance with the overall programme.

Communication

Undertaking refurbishment and maintenance projects across the Science Park will require the post holder to undertake tenant liaison informing tenants of any planned disruption or works this may take the form of written notice or holding tenant meetings, be able to communicate effectively with other colleagues as well as external consultants and contractors.

Working on University leases will require the post holder to liaise across a range of University departments including Estates, Health and Safety, Academic departments, Space Management. The post holder will be required to evaluate input received from staff across university departments and communicate a proposed way forward to senior colleagues

Decision Making

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| Typical Decision | <p>The role holder will be required to take independent decisions on projects including arbitrating on conflicting client demands where more than one client is affected by the project; they take independent technical decisions including which components are specified for projects.</p> <p>For most projects the role holder will be involved in taking joint decisions including establishing specifications to suit requirements and budget and timescales etc.</p> |
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| Most Complex Decision | <p>The decisions required by the role holder managing a Science Park project can be complex. Some of the most contentious decisions can those around cost reduction.</p> <p>These decisions are taken following the examination of the views of a wide range of stakeholders including tenants or potential tenants with their need to achieve the maximum value for money; The Science Park who need to ensure the product in terms of quality and marketability; while ensuring a project stays on budget delivering 'best value' At the same time as considering the aspiration of quality of use and presentation for the tenant and potential tenant.</p> |
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| Supplementary information | Understanding of general HE issues and of how the University interacts with commercial businesses. |
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| Special circumstances | This is primarily an office based role, however there is a need for the post holder to undertake surveys of various elements of buildings and to review and potentially oversee parts of construction projects on site some times in difficult physical conditions. There will also be a requirement to meet with related organisations off site or at various Science Park or University locations. |
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Signatures:

| | Signed | Printed |
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| Head of Department | ----- | ----- |
| Line Manager | ----- | ----- |
| Job holder/s | ----- | ----- |
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