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**Job Description**

**Senior Projects Surveyor/Architect (South)**

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| **Post Title** | **Senior Projects Surveyor/Architect (South)** |
| **Reporting to** | Estates Director |
| **Staff reporting to this post** | 3 x regional (maintenance) surveyors |
| **Liaises with** | Colleagues within Estates, in-house project team, health and safety advisor, finance, in-house furnishings teamExternally consultants, contractors, landowners, neighbours, funding bodies, utility suppliers, other stakeholders  |
| **Hours** | Full time (35 hours per week) |
| **Department and Location** | Estates – Working from Home  |

**Background**

The Landmark Trust is one of Britain's leading building conservation charities. With the help of our supporters, we save historic buildings in danger of being lost forever. We sensitively restore such 'Landmarks' and offer them a new future by making them available to everyone for self-catering holidays. The lettings income from the 200 extraordinary buildings in our care supports their maintenance and survival.

Landmark has an ambitious pipeline of potential building rescue projects across a range of building categories throughout Britain. Each year Landmark undertakes one or two projects and for those that are large scale, the charity seeks funding from individual supporters, trusts and foundations and grant-giving bodies such as the National Lottery Heritage Fund. The post holder will lead building rescue projects in the southern part of Britain (refer to the Projects map) working with a multi-disciplinary in-house and external project team. This role offers an exciting career opportunity for someone who has an excellent track record of restoring historic buildings to the highest conservation standards to time and budget.

The post holder will have a proven experience of successfully managing the delivery of refurbishment of historic buildings from inception/potentials stage through to completion/handover with budgets ranging from circa £500k-£5million.

**Key Accountabilities**

Project Management

* Lead on managing and administrating major refurbishments to the highest quality conservation standards from feasibility/evaluation throughout to handover/building opening.
* Lead on fostering a collaborative team approach to project delivery with in-house colleagues and external consultants/contractors/suppliers.
* Lead on procuring and managing external consultant teams in liaison with Estates Director.
* Provide buildings technical expertise throughout the lifetime of the project to ensure that works are carried out to the highest (current) conservation standards, achieving Landmark’s trademark quality, and ensuring any issues are identified and resolved throughout the project lifecycle.
* Liaising with our Historian to develop a strategic Philosophy of Repair for each project.
* Lead on ensuring project proposals meet Landmark’s strategic environmental sustainability and accessibility objectives but also considering ongoing servicing and maintenance requirements.
* Demonstrate knowledge and understanding of site-specific construction health and safety, CDM regulations are considered and incorporated throughout the project lifecycle.
* Working in partnership with Landmark’s Engagement Manager to plan and facilitate public engagement opportunities including a bespoke traditional craft training skills programme for the delivery phase of the major refurbishment project.
* Working in partnership with Landmark’s development (fundraising) team on various funding applications as and when required. Supporting the team with promoting the project through various mediums including onsite tours, digital or f2f presentations throughout the project lifecycle, and as required. Acting as project champion to the external stakeholders.
* Responsible for ensuring the regional teams (surveyors and Operational team) are involved at key stages of the project cycle to make for a smooth handover to a new holiday let on completion. NB the ongoing maintenance/repair will be the responsibility of one of your direct reports.

Project administration

* Lead on setting up and managing project budgets for each assigned project ensuring costs are controlled throughout the project lifecycle
* Lead on managing individual project programmes and ensuring projects develop methodically through the RIBA work stages and Landmark’s Gateway stages.
* Lead on preparing project progress reports for monthly in-house Project Board meetings and preparing covering budget, programme, request for client decisions and highlighting key risks and issues.
* Preparing Gateway papers for management and trustee approvals.
* Supporting the Estates Director for project updates to management and trustee boards.
* Responsible for ensuring a maintenance manual is prepared as part of project handover to the regional Operations team.
* Assists the Estates Director with post project reviews to establish areas of improvement for future project work

Team Leadership

* Lead, motivate and develop the 3 regional surveyors in your area working closely with the Project Surveyor (North) for ensuring consistency of approach and competency.
* Providing sound building conservation and technical support and guidance to the regional surveyors with their maintenance and repair work ensuring all works are sympathetically considered and a careful repair strategy is followed.
* Responsible for regular individual and/or team catch up meetings including property visits to review works undertaken or planned.
* Provides general support and guidance as necessary to ensure the smooth delivery of the annual planned maintenance programme and development of future maintenance work plans.
* Support the professional development and ongoing performance of your direct reports through objective setting and appraisal process.

General

* To appreciate, and work within, the organisation’s culture and to conduct all activities in a manner which promotes and enhances the Landmark Trust’s character and reputation.
* Works collaboratively with the Estates Director and Project Surveyor (North) to ensure regional surveyors have a consistent philosophical conservation approach to fabric repair work and to production of property QI’s and joint annual inspection reports.
* Supports the Estates Director with visiting and considering new potential Landmarks as and when required.
* Reviewing and inputting into the ‘live’ in-house Building Design Guide.
* Maintain awareness of developments of industry best practice, standards and initiatives.
* To undertake any other duties as may be reasonably required in the post.
* Attend and participate in Surveyors Quarterly Meetings.

**General**

* Landmark is an equal opportunities employer. All staff are expected to conduct themselves in accordance with the Equality Act 2010.
* All staff are expected to fulfil their duties with due regard to their own health and safety and that of others.
* To undertake any other duties as may be reasonably required in the post.

**PERSON SPECIFICATION**

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| **Category** | **Essential** | **Desirable** |
| **Qualifications** | Chartered Surveyor or Architect  | Building conservation qualification  |
| **Experience** | Minimum 5 years post qualification in a consultancy or client-side capacity working in conservation   | Post graduate qualification in Building Conservation or conservation accredited  |
|  | Proven knowledge and experience of working on historic building projects from inception to completion/handover  |  |
|  | Proven experience of managing building conservation projects of between £500k-£4million successfully with a multi-disciplinary team |  |
| **Good working knowledge** | Project management Budget and programme management Risk and value management Procurement strategies  JCT and other forms of building contracts  RIBA work stages Health and safety legislation, CDM regulations and risk assessments Statutory regulations including planning, LBC/SAM’s, building control, ecology and environmental legislation  | Experience of historic building construction methods and materials  Statutory requirements and legislation Grant / lottery bids  |
| **Personal Attributes** | Professional calm manner but passionate about working with historic buildings and giving them a new useA practical, logical and methodical approach Collaborative style of working Ability to self-manage and prioritise workload Attention to detail Good communication skillsStrong sense of personal responsibility for the quality of your work Excellent communication and influencing skills with the ability to build positive relationships with colleagues and external stakeholders  |   |
| **Skills and abilities** | Good conservation approach Technical competent Numerical and data analysis skills Clean driving licence   |   |
| **IT Literate** | Competent in MS Office suite (Teams, Word, Excel, Powerpoint, Project, Sharepoint) and Outlook email AutoCAD   | Netsuite Salesforce   |
| **Other** | Empathy with and commitment to the work of the Landmark Trust.Willingness to work some weekends and evenings.Confident driver with access to a car and able to travel regularly across their region to visit existing and new Landmark properties. There will be occasional travel to our Head Office in Maidenhead and to other destinations in the UK to attend surveyor’s quarterly meetings. |  |