

# SENIOR BUILDING SURVEYOR

## MANCHESTER

### Major Job Function:

We are looking for a chartered building surveyor who can take lead in instructions but can also guide our chartered and assistant surveyors in their projects, as well as ensure that clients are provided with a high-quality service, delivered with Trident Building Consultancy's purpose and ethos in mind.

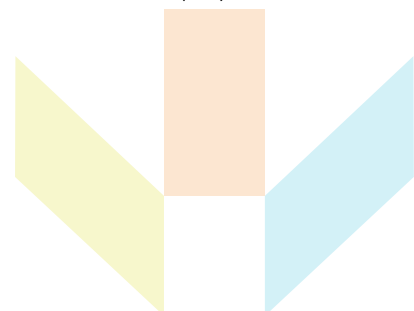
In addition to the contractual duties, the successful candidate should be responsible for:

### Professional Duties

- Providing clients with initial verbal advice on potential instructions in response to any direct enquiries received.
- Preparing formal written fee quotations for signing off by a Director and ensuring full terms and conditions of engagement are sent with fee quotations.
- Owning and controlling of instructions and fulfil the role of Contract Administration/Project Manager/Project Monitoring/Employers Agent and overall Leeds Client Contact in connection with the procurement of new build, repair, alteration or refurbishment projects.
- Undertaking any type of professional work including building inspections, dilapidations surveys and negotiations, party wall matters, etc. Produce reports and schedules as appropriate expediently following initial survey. To fulfil the role of primary client contact in this regard.
- Demonstrating a full and thorough knowledge of all legislation affecting the procurement of works and the maintenance and use of property.
- Retaining a sufficiently detailed knowledge and appreciation of current and forthcoming legislation to be able to provide clients with advice accordingly.
- Making full and efficient usage of all available resources within the Trident organisation to fulfil client requirements with maximum efficiency and to the highest quality.
- Ensuring training opportunities are maximised where junior surveyors are assisting and ensuring they are fully briefed of their role and de-briefed upon completion.
- Being fully aware and conversant with the RICS Code of Conduct and to maintain the designation of Chartered Building Surveyor for the term of their employment.

### General Duties:

- Keeping Work in Progress (WIP) forms up to date and submitting them on a monthly basis.
- Taking responsibility for fee billing on projects and ensuring invoices and aged debts are submitted in a timely manner.
- Submitting expenses by the first Wednesday of every month.
- Attending meetings as and when required.
- Managing files and undertaking administrative tasks required by the company.
- Complying with all procedures and requirements detailed in the Trident Quality Assurance Manual
- Undergoing, understanding and complying with the company's Health and Safety policies.
- Adhering to the Safe Surveying Guide whilst on site.
- Demonstrating corporate responsibility and leadership.
- Recognising the aims of the company and assisting to attain the mission statement.
- Supporting and representing the aims of the company.



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## Continuing Professional Development

- Meeting the minimum RICS requirements for CPD and maintaining an updated record completed.
- Preparing and presenting CPD training seminars for the company's staff.
- Fulfilling the role of Supervisor or Counsellor to assistant surveyors.
- Seeking opportunities relevant to new developments in the sector to maximise the company's ability to keep ahead of the competition in winning new business.

## Business Development

- Marketing services offered by Trident to existing and prospective clients and seeking opportunities for "cross-selling" of services where possible.
- Managing client's expectations and ensuring that they are regularly and fully informed.
- Assisting in developing new client contacts and leads into new business for the company.
- Keeping informed in the surveying and property field and exploring the same for future business opportunities for Trident.
- Presenting the Directors with ideas for potential new business opportunities as and when possible and assisting in the production of business plan documents to progress these opportunities.
- Exceeding client expectations and building and maintaining a good reputation and relationship with existing clients both personally and as a representative of Trident.
- Establishing and maintaining a profile within the wider business community.

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## To Apply

- To apply, please send your CV to [recruitment@tridentbc.com](mailto:recruitment@tridentbc.com)



Manchester Centurion House, 129 Deansgate, Manchester M3 3WR | T: 0161 885 2170  
London City | Birmingham | Bristol | Cambridge | Edinburgh | Glasgow | Leeds | Liverpool | London West End

Trident Building Surveying and Project Management  
Dublin

Regulated by RICS



Trident Building Consultancy Ltd Registered office Carlton House, 101 New London Road, Chelmsford CM2 0PP Registered No.361946.  
A list of Directors' names is available for inspection at 8 Angel Court, London EC2R 7HP, the firm's Head Office.

[www.tridentbc.com](http://www.tridentbc.com)