



Role Profile

Senior Surveyor or Engineer
Inclusive Economy & Sustainability

Role Profile: Senior Building Surveyor	Role Profile Number: SBC_12474
Directorate/Group: Inclusive Economy & Sustainability	Reporting to: Service Manager or Service Lead
Grade: CFL 10	Date Prepared: November 2025

Our Values

Our [Values](#) shape how we work for the people of Swindon. They guide how we make decisions, how we deliver services and how we work with our communities and partners.

Our Values are:

We SEE – people, not problems – and stay curious to understand their story.

We HEAR – each other and the people we serve

We CARE – about our colleagues, our residents and our community

We ACT – with integrity, accountability and purpose

We LEARN – from data, feedback and experience so we keep improving

These five values describe the standards we hold ourselves to as a Council, and what residents and partners can expect from us.

The Swindon Commitment

The [Swindon Commitment](#) shows how we bring our Values to life every day, in every role, across all that we do. It turns our Values into practical promises between the Council, our colleagues and the people we serve so we can work together to deliver the best possible services and support.

Created with colleagues from across the organisation, the Swindon Commitment sets out a shared understanding of how we work, lead and behave. Rooted in our five core values, it reflects how we listen to, include and respond to residents, communities and each other.



Job Purpose

To act as the subject matter expert in the inspection, repair, maintenance, and improvement of the Council’s housing and corporate property portfolio, applying advanced professional expertise within the relevant discipline. You will be accountable for leading the delivery of complex works, providing authoritative guidance, and ensuring that all activities align with statutory requirements, technical standards, and best practice.

The role involves undertaking comprehensive condition surveys, diagnosing complex building or engineering defects, preparing detailed technical specifications, and managing high-value or technically demanding contracts or work packages. You will be pragmatic, commercially aware, innovative, and adept at solving problems.

The post holder will demonstrate a thorough understanding of construction and engineering methodologies, building services, and relevant legislation; including health and safety regulations and contract law principles. Responsibilities include managing allocated contract budgets, monitoring contractor performance, and ensuring that all works are delivered to agreed quality, cost, and programme parameters. You will also provide expert advice to colleagues, stakeholders, and senior management, contributing to strategic decision-making and continuous service improvement.

Key Accountabilities

- Undertake and lead detailed, complex inspections and condition surveys of housing and corporate property assets and systems, applying advanced technical expertise to identify risks, defects, and compliance issues. Ensure all findings are documented to a professional standard, aligned with statutory requirements, technical guidance (e.g. Building Regulations, HHSRS, British Standards), and best practice.
- Represent the Council in formal proceedings, including housing disrepair and property-related litigation, by providing expert technical evidence, impartial testimony, and professionally prepared documentation to the judiciary. Ensure all outputs meet statutory obligations, align with relevant legislation (e.g. Landlord and Tenant Act 1985, Homes (Fitness for Human Habitation) Act 2018), and uphold professional codes of conduct. Engage effectively with

customers to explain technical findings, manage expectations, and support resolution outcomes, while protecting the Council's legal position and reputation.

- Diagnose complex and high-risk defects across a diverse range of housing and corporate property types and systems, applying advanced technical expertise and professional judgement. Interpret findings in the context of statutory requirements, asset performance, and service priorities, and recommend remedial actions that balance safety, compliance, cost-effectiveness, and long-term value. Influence internal stakeholders and contractors to ensure solutions are implemented effectively and aligned with strategic objectives.
- Lead the preparation and management of complex, high-value technical specifications, drawings, and tender documentation for housing and corporate property works. Ensure all outputs are fully compliant with statutory requirements, industry standards (including Building Regulations, British Standards, and CDM 2015), and Council governance frameworks. Influence internal stakeholders, external consultants, and the wider supply chain to ensure alignment with strategic objectives, contractual obligations, and service delivery standards. Administer contracts and ensure delivery to agreed quality, cost, and time parameters.
- Monitor and strategically deliver contractor performance across housing and corporate property programmes, ensuring full compliance with bespoke contractual frameworks such as JCT and NEC. Lead the implementation of service level agreements (SLAs), key performance indicators (KPIs), and statutory obligations, driving continuous improvement and commercial value. Influence and coordinate internal stakeholders, external consultants, and the wider supply chain to ensure delivery aligns with technical specifications, governance standards, and strategic objectives. Apply relevant legislation including the Building Regulations 2010, Fire Safety Order 2005, Gas Safety Regulations, and Electrical Safety Standards.
- Fulfil statutory duties under CDM 2015 by acting as Client and Principal Designer, ensuring health and safety is embedded from project inception through to completion. As Client, establish robust arrangements for managing design and construction risks, appoint competent dutyholders, and provide comprehensive pre-construction information. As Principal Designer, lead design coordination, eliminate foreseeable risks, and ensure the Health and Safety File is prepared and maintained. Maintain oversight of compliance across all phases, influencing stakeholders and contractors to uphold legal obligations and best practice.
- Manage and deliver significant work packages and order values ranging from £20,000 to £5 million per annum across housing and corporate property programmes. Ensure financial control, value for money, and alignment with strategic asset plans. Monitor expenditure against capital and revenue allocations, influence procurement and delivery strategies, and contribute to long-term investment planning. Ensure financial governance, risk management, and reporting standards are upheld in line with Council policy and regulatory requirements.

- Utilise IT systems to manage contractor performance, conduct inspections, authorise payments, and sign off completed works across housing and corporate property portfolios. Ensure data integrity, compliance with financial controls, and alignment with contractual frameworks (e.g. JCT, NEC). Use system insights to monitor service delivery, identify risks, and influence operational and strategic decision-making. Lead continuous improvement in digital workflows, ensuring systems support governance, transparency, and efficient service delivery.
- Provide authoritative technical advice to internal teams, tenants, senior management, and elected members on matters relating to compliance, risk, and asset performance across housing and corporate property portfolios. Represent the organisation in technical forums, regulatory inspections, and strategic partnerships, ensuring the Council's interests are professionally and credibly presented. Lead the mentoring of junior staff and drive technical development, innovation, and continuous service improvement, influencing policy, standards, and operational delivery at a strategic level.

Supplementary Accountabilities

- Provide technical guidance to elected members and senior stakeholders to support strategic decisions on infrastructure, building maintenance, and asset management, ensuring compliance with relevant legislation.
- Act as a lead technical officer on complex surveying or engineering matters, including building fabric assessments, mechanical systems, infrastructure planning, and maintenance strategies.
- Demonstrate commercial awareness by understanding how day-to-day surveying and engineering activities impact operational efficiency, lifecycle costs, and service delivery across the Council's property portfolio.
- Maintain and embed performance rigour by monitoring key service indicators related to building and mechanical maintenance, contracts, asset condition, and project delivery, ensuring targets are met or exceeded.
- Provide visible leadership within the technical team, fostering a motivational and collaborative environment that supports professional development and high performance.
- Respond to technical queries from internal and external stakeholders regarding building condition, mechanical systems, infrastructure capacity, and maintenance planning, including site-specific assessments and compliance reviews.
- Promote and uphold good records management practices, ensuring all technical documentation, maintenance records, plans, and reports are created, stored, and retrieved in accordance with Council policies and legislative requirements.

Main Discipline Requirements:

Candidates must have substantial knowledge and experience for applied disciplines and will be required to provide evidence of this:

Senior Building Surveyor
<ul style="list-style-type: none"> • Educated to degree level or equivalent qualification with relevant post graduate experience. (Postgraduate MA or Diploma in Building Surveying is desirable but not essential) • Membership (or eligibility for membership) of RICS & MCIQB is desirable but not essential. • Substantial subject matter expert experience over sustained period
Senior Mechanical & Electrical Engineer
<ul style="list-style-type: none"> • Educated to degree level or equivalent qualification with relevant post graduate experience. (Postgraduate MA or Diploma in Mechanical Engineering is desirable but not essential) • Membership (or eligibility for membership) of IMechE is desirable but not essential. • Substantial subject matter expert experience over sustained period
Senior Structural Engineer
<ul style="list-style-type: none"> • Educated to degree level or equivalent qualification with relevant post graduate experience. (Postgraduate MA or Diploma in Structural/Civil Engineering) • Membership (or eligibility for membership) of MStructE is desirable but not essential. • Substantial subject matter expert experience over sustained period
Senior Retrofit Co-ordinator
<ul style="list-style-type: none"> • Educated to degree level or equivalent qualification with relevant post graduate experience. (Postgraduate MA or Diploma in Building Surveying is desirable but not essential) • Membership (or eligibility for membership) of RICS & MCIQB is desirable but not essential. • Level 5 Diploma in Retrofit Coordination and Risk Management is essential

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Proven ability to deliver complex projects and solutions in relation to specialist discipline.
- A thorough knowledge of UK building regulations, policy and guidance with an ability to apply this practically and progressively to deliver.
- Experience and proven ability over a sustained period to lead on complex bespoke contracts, including advanced JCT/NEC forms.
- Experience of managing projects and leading on contract and programme delivery, aligned to standard forms of building contracts and project management principles.

- Experience of leading commissioning and delivery of works across RIBA Stages 1–7, within the scope of the relevant technical discipline.

Qualifications

- Health and Safety qualification such as IOSH Managing Safely or NEBOSH Certificate, or equivalent.

Decision Making

- Make expert technical decisions that directly influence the safety, compliance, and long-term performance of housing and corporate property assets.
- Determine appropriate remedial actions for complex and potentially life-critical defects in building fabric, structural elements, fire safety systems, mechanical and electrical installations, and communal infrastructure.
- Prioritise and escalate decisions where there is a risk to life, serious injury, or breach of statutory duty, ensuring urgent intervention and mitigation.
- Approve specifications, contract documentation, and financial commitments within delegated authority, ensuring alignment with legal, technical, and governance frameworks.
- Sign off completed works and authorise payments in accordance with contractual terms and financial controls.
- Influence strategic investment decisions and procurement approaches through technical insight, risk evaluation, and lifecycle cost analysis.
- Resolve escalated contractor performance issues, enforce contractual remedies, and ensure service continuity across complex, multi-site operations.

Creativity and Innovation

- Lead the identification and implementation of technical improvements to enhance service delivery, compliance, and asset performance.
- Promote innovation in the use of materials, methods, and digital tools to support modernisation and efficiency across housing and corporate property functions.
- Drive continuous improvement by analysing performance data, identifying trends, and recommending changes to policy, standards, or operational practices.
- Contribute to strategic service development initiatives, ensuring technical solutions align with organisational objectives and regulatory frameworks.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed. Contracted delivered works programmes in excess of £1mPA</p> <p>Provide mentorship to graduates and junior officers in relation to specialist discipline</p> <p>Typical tasks supervised/allocated to others. Procurement process</p> <p>Validation surveys</p>	<p>Budget Holder:</p> <p>Financial Responsibility:</p> <p>Asset Responsibility:</p>	<p>NO</p> <p>Yes – High value/High complexity contract budgets in accordance with financial regulations and contract standing order.</p> <p>Various operational assets and equipment</p>
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Contacts and Relationships

- Collaborate with internal officers across housing, property, legal, finance, and compliance teams to ensure technical decisions and service delivery align with corporate objectives and statutory obligations.
- Provide expert advice and reporting to senior management, elected members, and Council committees, supporting informed decision-making on asset investment, risk, and compliance.
- Engage with tenants, leaseholders, and members of the public to explain technical findings, manage expectations, and support resolution of property-related issues in a professional and empathetic manner.
- Represent the Council in multi-agency forums, regulatory inspections, and strategic partnerships, ensuring technical credibility and alignment with external standards and expectations.
- Influence and coordinate external consultants, contractors, and suppliers to ensure delivery meets contractual, technical, and governance requirements.
- Contribute to cross-departmental working groups and corporate initiatives, ensuring technical input informs policy development, service improvement, and strategic planning.

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

The postholder will be required to observe and fulfill the seven principles of public life (also known as the Nolan Principles):

- Selflessness - *Holders of public office should act solely in terms of the public interest.*
- Integrity - *Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.*
- Objectivity - *Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.*
- Accountability - *Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.*
- Openness - *Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.*
- Honesty - *Holders of public office should be truthful.*
- Leadership - *Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.*

Other key requirements of the role

The post holder will:

- be required to operate within any relevant delegations as detailed in the council’s scheme of delegation of the council’s constitution.
- be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to ensure appropriate representation of the council with residents, the Leader and Cabinet and all elected Members and external bodies.
- Team player capable of influencing and working within cross-functional teams at all levels.
- Ability to make site visits throughout the Borough and attend meetings outside the Borough.

This is a not a politically restricted post under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990.

<p>Employee Name: Enter name here</p>	<p>Employee Signature:</p>
<p>Date: Enter date here</p>	<p><i>Sign here</i></p>
<p>Line Manager: Enter name here</p>	<p>Line Manager Signature:</p>
<p>Date: Enter date here</p>	<p><i>Sign here</i></p>

