



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Student Intern - Building Surveyor, Facilities Directorate**



**Salary: Grade 3 (£17,682 - £19,133 p.a.)**

**Reference: FDEST1161**

**Closing date: 5<sup>th</sup> April 2020**

**Fixed term: 3 August 2020 – 27 August 2021**

## **Student Intern – Building Surveyor Estates Services, Facilities Directorate**

**Are you a 2nd year Undergraduate student studying for a degree in Building Surveying? Do you want to put the theoretical knowledge, which you have gained at University, into practice within the workplace?**

Estate Services, which is part of the University's Facilities Directorate, manages the physical environment in which staff and students work, live and learn. We are committed to providing first class facilities and fit-for-purpose high quality buildings. You will work within a multi-disciplinary team and you will contribute to the planning, design and procurement of all Estates works undertaken by the Service to effectively deliver current and future estate needs of the organisation to agreed programme, quality and cost. You will work across the service, and will be involved with all aspects of Estate Services including property, planning, major and minor building projects and maintenance issues, to gain an in depth knowledge of the role.

### **What does the role entail?**

As a Student intern – Building Surveyor your main duties will include:

- Assisting in the management of multi-disciplinary schemes including some or all of the roles of Contract Administrator, Designer, Quantity Surveyor and Project manager in accordance with all current guidance, legislation, codes of practice, local bylaws and University policy;
- Undertaking building surveys for a variety of reasons, including planning and procuring future repair, improvements works, defect analysis, fire precautions and space utilisation exercises and producing reports including financial implications and prioritisation, under the guidance of a Building Surveyor;
- Preparing drawings, specifications and contract documents for building projects and procuring works including contract administration, full cost control, and settling of final accounts, in accordance with the RIBA outline plan of work, under the guidance of a Building Surveyor;
- Taking responsibility for the execution of works undertaken by either contractors or directly employed labour including the initial survey, placing of orders, site supervision and final recharge of costs to School/Service;
- Preparing measured surveys and producing record drawings relating to building pathology, building improvement, and long term maintenance;





- Preparing and submitting applications for building regulations, planning approval and listed building consent for any building project, under the guidance of a Building Surveyor;
- Monitoring the performance and quality of works carried out by contractors to ensure that all works are managed in accordance with agreed Service Level Standards in terms of the efficiency, responsiveness and cost effectiveness of the overall service provided;
- Arranging and managing the execution of Estates work in accordance with all current guidance, legislation, codes of practice, local bylaws and University policy such as Health and Safety Policy;
- Assisting with preparation, evaluation and updating of standard briefing specification and contract documentation relating to building works and inputting to the Estates Office standard procedures to assist in the continual improvement of the service delivered by the Section;
- Liaising with client representatives and adjacent occupants to advise on the potential implications and disruption caused by operations, maintenance and improvement activities, implementing and co-ordinating all necessary actions to minimise disturbance.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Student Intern – Building Surveyor you will have:

- Completed your second year in a Building Surveying related discipline;
- The ability to carry out surveys, prepare reports, estimates, drawings and contract documentation;
- A team orientated approach to work with experience of contributing to a team;
- Excellent IT skills with an ability to use Word, Excel, and Outlook;
- Excellent verbal and written communication skills with a high level of accuracy and attention to detail;
- The ability to work independently upon your own initiative with minimal supervision;
- The ability to influence and persuade others, in a professional manner.



You may also have:

- Working knowledge of AutoCAD and 3D design software packages;
- Knowledge of governing regulations;
- Previous work experience, preferably office based.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

## Contact information

To explore the post further or for any queries you may have, please contact:

**Edward Batty, Team Leader**

Tel: +44 (0)113 343 6820

Email: [E.S.Batty@leeds.ac.uk](mailto:E.S.Batty@leeds.ac.uk)

## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.



Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

