

JOB DESCRIPTION

Title of the post: University Surveyor (Full time, Permanent)

Department: Estates & Facilities

Reporting to: Head of Estates & Facilities

Salary: £58,279-£61,818
(point of entry depends on skills and experience)

The University

Background

Harper Adams University is the leading UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors with an important national role in these subject areas.

Situated on a single campus in rural and scenic Shropshire, the University, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University campus is only one hour from the UK's second city of Birmingham. Around 3,000 HE students attend the University, primarily on sandwich courses which include a year-long industrial placement. Undergraduate and postgraduate degrees are offered. The University also welcomes individuals who wish to undertake CPD or similar professional training to support their careers in the agri-food chain and rural industries.

The University was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, and a commercial farm of 205 hectares; with rented land the total area farmed is approximately 640 hectares, spread over several locations with cereals, potatoes, forage maize and grassland carrying a dairy herd, sheep, beef, pig and poultry units.

The Privy Council awarded taught degree awarding powers to Harper Adams in 1996 and research degree awarding powers in 2006. Full University Title was granted by Her Majesty's Privy Council in December 2012. The University changed its legal status to that of a Company Limited by Guarantee in July 2012 and remains one of a small number of Universities which are Registered Charities. Her Royal Highness The Princess Royal became the University's first Chancellor in 2013.

Academic Provision

The University offers a wide range of courses including Foundation and Honours degrees, in addition to shorter awards designed to meet the continuing professional development needs of those already in the workplace. The subjects are wide ranging and cover Agriculture, Animal Studies, Business, Countryside, Engineering, Food and Land & Property Management. The University has also focused on developing its postgraduate education and research and there are a growing number of postgraduate students at both diploma, masters and PhD level.

Harper Adams has built up an international reputation for the quality of its courses and has achieved the highest possible ratings in recent Quality Assurance Agency reviews, and holds a Gold Teaching Excellence Framework (TEF) award. There is active encouragement of research and the University took part in the last

Research Excellence Framework (REF) exercise. 56% of our submitted research was rated either internationally excellent or world leading and 100% was rated of international quality. Our extensive programme of research and education for professionals in the land-based and food chain sectors supports a high profile of business and community reach-out work, short course delivery for businesses and technology transfer activities supported by strong industry links and partnerships with companies such as JCB and Marks & Spencer amongst many others.

Recognition

Harper Adams is consistently positioned highly in a range of national ratings, performance measures and league tables.

In the period since 2011, Harper Adams has won six Times Higher Education Awards including Outstanding Fundraising Initiative (2014), and has been shortlisted for fourteen other THE awards. In 2018, the Times Higher has shortlisted the university for the prestigious title of University of the Year, putting Harper Adams in the top six universities in the country. The finals are in June 2018.

In the 2016 and 2017 Whatuni? Student Choice Awards, based on student reviews, Harper Adams took the title of University of the Year and won the Student Support and Job Prospects gold awards, plus silver and bronze in further categories. In 2018 the University was runner up for the University of the Year title and won 3 gold awards, 3 silver and 3 bronze. It is the only University to win Student Support since the awards began four years ago and has won the category for best job prospects for three years running and best courses and lecturers for two years running.

Harper Adams ranked second in the 2016 Times Higher Education Student Experience Survey. In the Times and Sunday Times Good University Guide 2017, the University was ranked 36th, the highest position yet achieved by a post-1992 university, and was awarded the title of Modern University of the Year. In 2017 it was the highest ranked modern University for the second year in a row. In the QS World Rankings for Agriculture and Forestry published in March 2018, Harper Adams was ranked second in the UK for academic reputation and second in the world for its reputation with employers.

Facilities

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large covered soil working area and a number of sustainable technology installations. In 2013 a new teaching building and a new agricultural engineering innovation centre opened. In 2015/16 these were followed by two further buildings, one for veterinary services and one for entomology, and new halls of residence. Further new facilities opened in the period since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust. The University provides a range of training and professional development opportunities via its staff development programme.

Catering and Sports Facilities

The University's Students' Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University has an open-air swimming pool and bowling green that are available for staff use during the summer period and new tennis courts have recently been developed. A variety of University catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website:

<http://www.harper-adams.ac.uk>

The Estates and Facilities Team

The Estates and Facilities Department provides a number of essential services to Harper Adams University and is responsible for managing, maintaining and developing the infrastructure and building fabric of the campus and outlying properties, including:

- Undertaking and regularly reviewing a maintenance programme which takes account of short, medium and long term needs of all estate's buildings and infrastructure.
- Implementing planned maintenance works identified and funded within the various maintenance programmes as well as providing reactive maintenance dealing with day-to-day requirements, including the provision of an out-of-hours emergency service.
- Providing a professional, technical service to the University for the design, construction and procurement of capital projects including new buildings, refurbishment/ re-modelling of existing buildings and demolitions.
- Identifying and recording the use of space and advising on ways of increasing space utilisation.
- Procuring and managing utilities and services.
- The delivery of a wide-range of customer-facing services, including: estates maintenance services, capital development, environment and sustainability management, housekeeping and laundry services, reception, security, portering and postal services.

Main Duties and Responsibilities

1. The University Surveyor is responsible for making decisions with an enduring impact relating to the delivery of a timely, safe, effective major capital development programme within the agreed budget in support of the University's Strategic Plan,
2. The Surveyor will contribute to the leadership, management, budget setting and business planning of the Estates Department and will deputise for the Director of Estates as required.
3. Lead, manage and take responsibility for development and delivery of all aspects of the capital development 10-year estates strategy to support the University's strategic priorities, ensuring that the strategy is affordable, achievable and deliverable within realistic timescales and that the University's Capital Projects Management process specified by the Financial Regulations is met.
4. Lead, manage, implement and take overall responsibility for the effective end to end delivery of all capital projects including establishment, delivery and management of all aspects of Project Board governance, ensuring all documentation and post project evaluations are completed and communication to staff and students on how capital development works may impact on campus users during construction and/or other phases of development.
5. Lead on procurement and management of external specialist advisers and consultants, taking responsibility for ensuring all regulatory and legislative aspects of project initiation, delivery and implementation are effectively managed. Research, identify, provide recommendations and arrange visits as necessary to innovative and new exemplar buildings and facilities to inform the project brief.
6. Lead on liaison and negotiation with internal resources and expertise in-line with best practice to ensure internal stakeholders are fully engaged with project delivery and implementation and delivery in-line with approved budgets.
7. Represent the University at external professional networks where capital project best practice is shared such as Association of University Directors of Estates, making recommendations to Senior Leadership Team and/or the Board of Governors on new ways of working as appropriate and training others in any new project management techniques.
8. Lead, manage and take responsibility for the tender process, drafting detailed documentation in accordance with the University's tender regulations.

9. Advise and influence procurement strategies, responsibilities and relationships between the University, contractors and other professionals and co-ordinate the dialogues between them, ensuring that all parties meet their contractual obligations. Lead and manage all aspects of procurement, negotiation and management of external contracts for services relating to project delivery ensuring that such contracts are delivered to agreed standards of service and remain cost effective.
10. Develop and manage the receipt of preliminary briefs from internal stakeholders, advising on project brief content, providing costings and other information for inclusion in the business case such as the most suitable methods of procurement, planning permission considerations, outline programme for delivery. Provide or arrange for robust internal or external professional advice in the planning, programming, briefing and budgeting of capital projects at feasibility stage, providing considered option appraisals with reasoned recommendations. Lead, manage and negotiate planning permission with the relevant local authority(s), and secure any other statutory permissions/licenses as required following project approval.
11. Be responsible for the preparation of external capital funding applications including for government, office for students and/or other funding opportunities.
12. Be responsible for and manage the client brief for capital works including preparation, sign-off and ongoing change control. Manage the Clerk of the Works and the Capital Project Manager to ensure that the agreed project brief is effectively delivered by the works. Undertake the post-project evaluation for all projects over £1M in value or other projects as specified by the Chief Financial Officer or the Finance and General Purposes Committee.
13. Prepare final business cases for capital projects, collaborating with Academic or Service Department Heads, including feasibility studies, local authority views, and any other affected agencies. Present the case to the University Senior Leadership Team, responding to feedback and sharing any requested changes to the business case with stakeholders to secure agreement at all levels.
14. Be responsible for the management, control and reporting of expenditure and forecasted costs against agreed capital budgets including professional fees, contractors and direct suppliers. Provide regular reports to the University Finance team.
15. Advising and influencing the University Engineer and the Environment and Sustainability Manager ensure that the University's sustainability targets are supported and promoted with any new capital developments. Provide forecasts of energy consumption, water usage and carbon emissions for any new substantial capital works, drawing on best practice in support of the University's aim to reach carbon zero by 2030.
16. Ensure that ongoing maintenance and facilities operational considerations are considered in the specification, design and implementation of any capital works and discussed at an early stage with the Maintenance Manager and his/her team.
17. Agree requirements for capital projects with the University insurers, making sure any such requirements are included in the designs and specification. Make sure that University insurers are notified of key contract dates.
18. Develop and agree the site logistics arrangements for capital works with relevant stakeholders across the University.
19. Be responsible for the collation and issue of pre-construction health and safety information and the client health and safety brief to principal designer and the designers.
20. Ensure that legal client duties of the Construction (Design Management) Regulations 2015 are met and that designers, principal designers and principal contractors are fulfilling their obligations. Ensure that construction, collateral and other warranties, bonds and/or any other legal agreements or contracts are procured and agreed with the University's legal team and are executed in a timely manner.

21. Lead on University comments & approvals of reviewable design data provided by consultants & contractors to ensure that the client requirements are being met.
22. Manage all client direct contracts associated with capital works, coordinating this with the main works to meet the project programme.
23. Advise on construction methods, materials, fittings long term running costs and co-ordinate input from external and internal professionals. This may include examination of changes in costs, programme, materials etc. as part of a value engineering exercise.
24. Set up methods for quality inspection & checking of construction workmanship and materials. Initiate and manage site meetings where necessary, setting the agenda, accurately recording proceedings and decisions, managing negotiation of variations, exercising quality control at all times. Retain all records in an accessible format for inspection by the University's legal team and/or auditors as may be required.
25. Manage payments to suppliers, consultants and contractors on capital projects seeing that payments are properly due and paid by the due dates. Ensure that, final accounts and professional fees are paid, and that certificates are issued. Ensure that any defects are addressed fully and that any retention payments are made in a timely manner.
26. Manage handover of the capital works following commissioning of all services ensuring that the works are delivered to the standards and specification agreed and that all necessary certificates, notifications and statutory approvals are in place and that the Estates Maintenance Team are fully briefed and involved in hand-over. Take responsibility for issuing completion certificates only when the University is satisfied with the completed works and that any schedules of defect have been agreed. Where necessary, ensure that any certificate of non-completion, if needed, is issued in a timely manner.
27. Be responsible for the reporting and resolution of any latent defects including engaging and liaison with lawyers in the event that disputes require legal action.
28. Participate in continuing professional development, keeping a detailed log of all training courses undertaken and retaining certificates to be able to evidence development upon reasonable request.
29. Maintain positive and regular close working with Estate and Facilities colleagues, working collaboratively to manage effective service delivery. Ensure that all current building files, including drawings are up to date, reflect health and safety files, building information management systems and that these are handed over at completion to the Maintenance Team along with a full briefing.
30. Contribute to the development of the Estates Strategy as a senior member of the estate's management team.
31. Lead on the provision of accurate CAD drawings for the University estate and for other activities as necessary e.g. VIP Visits or events.
32. Provide line management and supervision for the Clerk of Works, and Capital Project Manager.
33. All other duties and responsibilities commensurate with the post and the salary range of the grade.

Key Requirements

- Be legal to drive University vehicles.
- Attend all training and development, as required.

Personal Specification

	Essential	Desirable
Qualifications	<p>Educated to a degree level in a construction, architectural or engineering discipline.</p> <p>Chartered & qualified construction professional (e.g. ARB, RIBA, CIBSE, RICS, etc...)</p>	<p>Current IOSH and/or NEBOSH certificates</p> <p>Asbestos Awareness Certificate</p> <p>CSCS Card</p> <p>Principal Designer competence</p>
Experience	<p>Experience of managing multiple complex refurbishment and new build capital works of large, medium and smaller scale</p> <p>Experience in the tender, procurement and effective management of construction consultants and construction contracts in accordance with public sector regulations.</p> <p>Experience of managing & delivering multiple work packages (e.g. enabling work, furniture, signage, etc...) while supporting main construction contracts.</p> <p>Experience of contract management using JCT forms, both traditional plus design & build.</p> <p>Experience in agreeing, monitoring and controlling capital budgets.</p> <p>Experience of providing effective leadership and management of multiple external and internal stakeholders including senior leadership team and members of the governing body</p> <p>Able to use professional judgement to make effective and timely decisions that have a lasting impact on an organisation</p> <p>Experience of managing large capital budgets</p> <p>Experience of precise record keeping and management in relation to complex and other capital projects</p>	<p>Experience of working with NEC forms of contract.</p> <p>Previous experience of working in Higher Education.</p>
Knowledge/Skills	<p>Excellent working knowledge of relevant software packages (e.g. AutoCAD, Excel, Project, Word, Powerpoint, Adobe Acrobat)</p> <p>Able to develop relationships with multiple stakeholder groups, coordinating stakeholder requirements, achieving sign</p>	<p>Working knowledge of BIM (Autodesk Revit). <i>Note, HAU does not operate in BIM.</i></p>

	<p>off and managing expectations.</p> <p>Excellent knowledge of Construction (Design Management) Regulations 2015.</p> <p>Excellent knowledge of planning regulations and processes</p> <p>Thorough knowledge of procurement regulations and able to manage procurement to get best value.</p> <p>Excellent knowledge of health and safety matters relating to capital works</p> <p>Experience of leading and managing teams and influencing others</p> <p>Excellent communication and written skills using a range of media.</p> <p>Competent user of proprietary Planning and Project Management Software</p> <p>Able to assess, manage and mitigate business risks including health and safety and other major risks that may have a high impact and reputational effect on the University if not managed effectively</p>	
Personal Qualities	<p>Able to work flexibly, responsibly and effectively to deadlines with minimum of supervision. Have a flexible attitude to multi-skilled tasks to maximise operational effectiveness.</p> <p>Excellent communication skills with stakeholders at all levels and be able to effectively build and maintain both relationships and trust internally and externally demonstrating influencing skills, negotiation skills, tact and diplomacy</p> <p>Innovative problem solver and completer-finisher</p> <p>Excellent attention to detail</p> <p>Empathetic to client needs, responsive and customer service focused</p> <p>Effective self- manager with ability to manage demanding workload with competing priorities</p> <p>Comfortable with change. Ambiguity and uncertainty</p>	

	<p>Ability to work as a resilient team player within the wider estates team</p> <p>Effective and resilient people manager, able to create a resilient and high performing team</p>	
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Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

Salary	The commencing salary will be up to £61,818 per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28 th day of the month.
Contract Term	This is a permanent full-time post. The employment may be terminated during the course of the contract by either party giving three months' notice in writing.
Hours of Work	The routine working week is 37 hours over Monday to Friday, inclusive. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 37 per week.
Holidays	The annual holiday entitlement is 25 working days, plus 5 University closure days and Bank Holidays. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager.
Sick Leave	During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.
Pension	The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.
Exclusivity of Service	<p>You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.</p>

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.

References

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer. References will normally be taken up immediately in respect of candidates shortlisted for interview. **If you do not wish any reference to be taken up at this stage, please enter an 'X' in the relevant box provided on the application form.**

Application Procedure:

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk>

To be submitted no later than midnight on 17 July 2022