



NW RFCA

THE NORTH WEST OF ENGLAND & THE ISLE OF MAN
RESERVE FORCES' & CADETS' ASSOCIATION

Mrs Pamela Peers JP
HR Manager

Alexandra Court, 28 Alexandra Drive
Liverpool L17 8YE

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NW A/331

See Distribution

6 March 2017

VACANCY NOTICE – SENIOR SURVEYOR (C2)

We have a vacancy for a full-time Senior Surveyor working as part of the Infrastructure Department for NW RFCA.

The ideal candidate will be a confident, strong team player with the ability to work unsupervised and with experience in prioritising a busy workload. Essential requirements include:

- Have a full clean driving licence and be able to self drive
- Be competent at Computer Aided Design
- Experience of liaising and dealing effectively with Government organisations, Public Bodies, civilian contractors and consultants
- Excellent communication skills
- Experience and full understanding of profiling and monitoring expenditure, reconciling accounts and authorising invoices from contractors to consultants
- Experience of Project Management and Contract Administration
- Knowledge of Building Regulations, JCT Minor New Works Contracts, and the CDM Regulations 2015.
- Be qualified in or be working towards Royal Institute of Chartered Surveyors (RICS)

The main role of the Senior Surveyor:

- Act as single point of contact for all project and building maintenance works
- Be the organiser and supervisor of the building and maintenance works on sites and properties within the Association's area of responsibility, to ensure satisfactory progress, workmanship and materials
- Act as Line Manager for 2 x Surveyors (D grade)
- In consultation with the Head of Infrastructure assist in monitoring the Planned Management Programme (PMP) and Forward Maintenance Register (FRM) for all customers ensuring that the profiles accurately reflect the works services required
- In conjunction with the Head of Infrastructure act as Subject Matter Expert and Project Manager for Single and Joint Cadet Centre new builds and RFCA Capital Projects (FR20, Army Reserve Betterment & Navy Infra)

Royal
Naval
Reserve

Royal
Marines
Reserve

Army
Reserve

Royal
Auxiliary
Air Force

Sea
Cadet
Corps

Army
Cadet
Force

Air
Training
Corps

Combined
Cadet
Force

- Preparing drawings, specifications, schedules of work and estimates of cost for building, civil engineering, mechanical, electrical and maintenance works
- Evaluation and authorisation of contractors' invoice accounts
- Carry out periodical inspections of all Association properties to update the Base Line Condition Survey and prepare inspection reports for inclusion in the Forward Maintenance Register
- Carry out project management to Wounded Injured and Sick Service Personnel Adaptations (WISSPA) in strict accordance with the Equality Act 2010 and the relevant building regulations
- Apply current Army Reserve accommodation scales
- Carry out Planning Applications and consultation with local authorities
- In the absence of Head of Infrastructure attend NW RFCA management board meetings, Heads of Estates conferences and Property Advisory Board meetings

Working hours are Monday- Thursday 0830hrs - 1630hrs and Friday 0830hrs -1600hrs. On occasion the candidate may be required to work overtime in the evening or at weekends. The salary is **£30,797 per annum**, with 25 days holiday. A pension scheme is in operation for those eligible and who elect to join the RFCA pension scheme. A 6% non-pensionable supplement will be added to the salary to offset a 5% pension contribution.

There is a probationary period of 12 months, which may be completed sooner on the recommendation of the line manager. Please note that the Associations Headquarters may move to Altcar Training Camp, Hightown, Merseyside within the next 18 months. If this occurs, the employee would be reimbursed for any additional travel expenditure incurred.

If you are interested and believe you have the skills and experience required, please send your CV and a covering letter stating why you may be suitable to:

HR Manager (Senior Sur)
 NW RFCA
 Alexandra Court
 28 Alexandra Drive
 Liverpool L17 8YE

Tel: 0151 728 2048
nw-hr@rfca.mod.uk

The **closing date** for applications is **Friday 24 March 2017**, with interviews being held late March/early April 2017.

Pamela Peers
 HR Manager
 For Chief Executive

Distribution:
 All Association Staff
 Council of RFCAs – COS
 All RFCAs – for Chief Executives
 HQ NW – for DCOS and SO2 Transition