



BUILDING SURVEYOR

Job Description

Job Title	Building Surveyor
Department	Diocese Administration
Reports To	Director of Estates
Number of Reports	None
Contract Type	Permanent
Salary	£55,000 per annum
Hours of Work	Full-time Monday to Friday (37.5 hours) Out-of-office hours required.
Location	St Edmund House, Bishops Crispian Way, Portsmouth. PO1 3QA.
Travel Requirement	Travel within the Diocese required.

Overall, Job Purpose

- Assist the Diocese and Estates team, by scheduling, instructing and overseeing 5 yearly cycling building condition surveys (known as Quinquennial reports) and prioritising the resulting recommended remedial repair works by agreement with each Parish on the Diocese's churches, halls, offices and residential properties to include listed buildings.
 - Proactively reduce the current backlog of circa £28m remedial repair work resulting from building condition surveys.
 - Improve the value for money spent on both the building condition surveys and the resulting repair works.
 - Employees will benefit from and rely on the sound advice provided by this role.
 - The Catholic Diocese of Portsmouth is a registered charity. Employees working in parishes are formally employed by the Diocese and must comply with all Diocesan policies and procedures.
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Key Internal and External Relationships

- Parish Priest, clergy and Pastoral Area colleagues.
 - Parish teams.
 - Diocesan Teams - Finance, HR, Estates, Safeguarding, Communications and Governance.
 - External suppliers and contractors.
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Main Duties

- Oversee and later complete building surveys on Diocese church properties.
- Prioritise, oversee and project manage works resulting from building surveys.
- Work with relevant Parish representatives to develop and implement a planned works and later preventative maintenance programmes for church properties.
- Establish best value from both Parish building surveys and the resulting works via the introduction of improved contractor selection and increasing competition.
- Developing and implementing building projects with Parishes.
- Provide tailored project management services to ensure the professional procurement and delivery of major and minor capital projects ranging from new buildings and church campus improvements to alterations, extensions and refurbishment projects.
- Act on Joint Contracts Tribunal construction contracts dispute resolution and prepare the information required to support the litigation of contracted works or collateral warranty claims.
- Be accountable for and submit individual proposal reports, block program updates and general performance reports to the Parish, Director of Estates and Diocesan Committees as required.

Governance and Compliance

- Ensure parishes comply with all relevant Diocesan policies.
 - Assist with insurance claims and annually review the extent of insurance coverage.
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Professionalism and values

- Uphold and promote the ethos and values of the Catholic Church.
 - Work collaboratively with the Parish Team to ensure the Parish Priest remains supported.
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Person Specification

Essential Competence, Expertise and Knowledge:	
Essential	<ul style="list-style-type: none">• RICS or CIOB qualified Building Surveyor with a minimum of 3-5 years post qualification experience.• Demonstrated experience in delivering high quality professional reports to internal clients.• Proven ability to successfully prioritise tasks within available budgets.• Excellent communication and interpersonal skills with the ability to engage with people at all levels.• Ability to provide and maintain trusted advice to lay persons.• High level of proficiency in IT, including Microsoft Office and financial software.• Strong organisational and problem-solving skills with the ability to manage multiple priorities.• Knowledge of building pathology, property management, including maintenance and health and safety compliance.• Valid driving licence and access to a vehicle.
Desirable	<ul style="list-style-type: none">• Knowledge of the values and teachings of the Catholic Church.• Experience working in a parish, charity or non-profit organisation.• Knowledge of safeguarding and data protection practices.• Knowledge of Listed Buildings.

How to Apply:	<p>To apply: Please submit a CV and cover letter stating 'Building Surveyor' in the subject bar, outlining your suitability and reasons for applying and send to HR at recruitment@portsmouthdiocese.org.uk</p> <p>Closing date for applications: Sunday 17th August 2025 at 10pm.</p> <p>We encourage an early application as we may close this advertisement at our discretion before the date stated, if a high number of applicants apply.</p>
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Date of Completion of Job Description:	11 June 2025
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