

## **Associate Director (Building Surveyor)**

£50 - £60k

### **Role**

An exciting opportunity for a high calibre Associate Director level Chartered Building Surveyor to join our growing team of Building Surveyors in delivering project works on behalf of both public and private clients. This includes the full range of project related services from inception to completion of a project, including pure project management on some projects. Reporting directly to the Building Surveying Director, the intention is for you to expand upon existing workloads and drive the team forward.

### **Key Activities and Responsibilities**

- Act as project surveyor on a variety of projects from inception to completion liaising with team members and others as necessary, including feasibility reports, specifications, procurement and contract administration.
- Manage similar works undertaken by team members to ensure quality and timeliness of service provided to clients and act as the point of contact for the company.
- Manage workload of self and team.
- Continually improve team profitability by managing time and resources allocated to projects and by ensuring that time spent on projects is recorded and that fee invoicing is carried out at appropriate stages. Monitor and report the same against target.
- Liaise with other consultants, internal and external, to ensure fully integrated production of documentation for projects.
- Liaise with all necessary authorities in relation to building regulations, planning applications, listed building applications and monitor and deal with as necessary as project manager.
- Act as Project Manager on projects by attending site for Pre-Start and Project Meetings.
- Understand and clearly define clients' expectations to provide advice, keep them informed of progress on projects and make them aware of technical and financial implications.
- Market the services and the company to new and existing clients in order to increase workload. Work with our marketing team to ensure maximum coverage and effect
- Demonstrate a commitment to (and promote) equality and diversity ensuring the company has an inclusive environment in which individuals are respected and unacceptable behaviours challenged.

### **Education / Qualifications**

- MRICS or FRICS or equivalent construction related professional qualification (5 + years PQE)

### **Skills and experience**

- Dynamic individual with strong character, leadership qualities and a desire to succeed
- Prior experience of working on public sector housing and education projects will be preferable and commercial experience advantageous.
- In depth knowledge of contracts, contract administration, specification writing and project management techniques
- Able to demonstrate a wide range of general surveying skills as well as the ability to adapt to work of a specialist nature within the team.
- Ability to apply professional experience and mature judgment to complex situations
- Excellent communication skills and client facing skills
- Well-developed IT skills and high levels of numeracy and literacy
- Ability to organise and prioritise workloads using effective time management to meet deadlines.
- Ability to listen effectively and understand perspective of others
- Strong commercial attitude with an understanding of company needs

**To apply** please e-mail Anna Dewey ([anna.dewey@thekeegansgroup.com](mailto:anna.dewey@thekeegansgroup.com)) with an up to date CV and a covering letter. To find out more about the role contact Jamie Carter on 0207 199 0917.

Keegans is an Equal Opportunity Employer. We value diversity and welcome applications from all sections of the community.