

HOLKHAM

Job description

Heritage Building Surveyor

LOCATION	Holkham, Norfolk
REPORTING TO	General Manager – Land and Property

The Holkham Estate

Our vision is to be the UK's most pioneering and sustainable rural estate.

The Holkham Estate extends over 25,000 acres. The land and property-based activities include residential and commercial lettings, property development, arable and vegetable farming, forestry, country sports, an inn, a holiday park, beaches, car parks, admissions, cafes, shops, concerts and events.

Land and Property

The estate extends over 25,000 acres. The Land and Property department includes management of 300 residential homes, commercial tenants, 16 tenanted farms and their associated buildings and the Grade I listed Holkham Hall, alongside a range of other buildings of historical importance and interest.

Overall job purpose

The Heritage Building Surveyor is responsible for managing a variety of building projects, from start to finish, effectively balancing sympathetic upkeep/restoration with budget. You will have a true passion for heritage buildings, whilst also having a commercial and pragmatic outlook.

The surveyor is responsible for the appointment and management of contractors and professional advisors.

Key internal clients will be the Coke family and the Hall Manager.

Job description

Specific duties will include:

- Principal advisor for Holkham Hall and other heritage buildings. You will have a detailed knowledge and understanding of the building pathology and needs based on taking a hands-on/present approach.
- Principal contact for statutory bodies, including Historic England, local authorities – including Planning, Conservation and Building Control.
- Working closely with the Building Maintenance Manager, you will identify which projects can be completed in-house and which will need your expertise in identifying the correct solution and tendering out to contractors.
- End to end project management of a range of works, varying in scope and scale. This will include:
 - Preparation of specifications, schedules of work and plans.
 - Management of the tender process
 - Appointment of contractors and consultants.
 - Supervision of works and final handover.
 - Setting of budgets, monitoring budget and budget reporting.
- Management of contractors and professional advisors:
 - Manage the selection of contractors, prepare and agree documentation, fees, tenders and framework contracts.
 - Ensure contractors compliance with Health and Safety.
 - Ensure value for money through regular reviews and benchmarking.
 - Ensure quality compliance through robust management and monitoring of work.
- Management:
 - To report on project progress, identifying and managing risks.
 - To identify appropriate KPIs for building works within your remit.
 - To fully utilize Landmark (or equivalent), identifying efficiencies in process.
- Heritage management plan
 - To follow a programme of works as set out in Holkham Heritage management plan.
 - To report on progress against the plan and contribute to the annual Heritage management plan meeting.
- Sustainability
 - To advise on appropriate sustainable building methods.

You will from time to time be required to undertake other activities of a similar nature that fall within your capabilities.

Essential experience

- A Chartered Building Surveyor.
- Experience of working with a variety of buildings.
- A strong technical understanding and experience of the design and construction of heritage/listed buildings.
- Experience of managing multiple projects at one time.
- Experience of managing a range of contractors – from appointment through to ensuring works are finished to specification.
- Excellent written communication skills.
- IT proficient.

Personal qualities

- An effective communicator, adept at stakeholder management.
- A confident and credible expert in your field.
- Excellent planning and organisational skills, effective at minimizing disruptions and inefficiencies.
- Keen eye for detail, with a thorough and diligent approach to ensuring high quality delivery.
- Driven to 'get things done', whilst balancing the need for thoroughness.
- Leadership skills to manage contractors and consultants to meet deadlines.

You must have the right to live and work in the United Kingdom and hold a driving license.