



## **Purpose**

HLP UK Ltd are looking to recruit a graduate Building Surveyor to work as part of a team delivering Building Surveying and project management services for projects primarily in the retail and multi-site sector. The candidate should be aspiring to be MRICS and committed to completing their APC.

The successful candidate will provide Building Surveying support to our client portfolio, providing a flexible and responsive service and will be expected to work on other projects as and when the need arises, including carrying out measured surveys and the production of acquisition and condition reports.

Reporting to the Operations Director, the successful candidate will be personable with a pro-active attitude and be prepared to contribute when required in all sectors of the business. The role is client facing and the post holder will be responsible for ensuring continued client satisfaction.

This is a permanent, full time position, primarily based out of our Hednesford premises. Some travel throughout the UK is required.

Newbury Suite 1, Centrix@Keys, Keys Park Road, Hednesford, Staffordshire, WS12 2HA  
Tel:01543 275101 [www.hlpukltd.co.uk](http://www.hlpukltd.co.uk) @HLPUK

Regulated by RICS

**Duties to include:****Measured and Site Surveys:**

- Carry out measured surveys
- Produce detailed existing floor and roof plans
- Internal and external elevations, sections and sectional elevation

**Drawing Preparation and Control**

- Production of feasibility and scheme design drawings
- Production of detailed technical proposal drawings, models and visuals using AutoCAD, Sketch-Up and other similar packages
- Responsible for the quality of drawing production
- Client Liaison
- Quality Assurance of Drawing/Model production
- Produce applications for Planning, Building Regs and statutory approvals

**Condition Surveys/Dilapidations**

- Carry out condition surveys
- Produce schedule of repairs and prioritise works
- Understand Building pathology/defect analysis identify cause and remedy of defects
- Produce schedules of condition
- Prepared schedule of dilapidations
- Experience of negotiating dilapidations settlements

**Other Professional Services**

- Party Wall Act
- Contract Administration under JCT contracts
- General Building Surveying duties

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>Degree in Building Surveying or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Working towards the APC (RICS) qualification</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>Relevant experience in construction industry</li> </ul>	<ul style="list-style-type: none"> <li>2 years experience</li> <li>Experience of a Building Surveying Practice</li> </ul>
Specialised Skills	<ul style="list-style-type: none"> <li>Full UK Driving Licence</li> <li>Extensive knowledge of AutoCAD</li> <li>High level of IT literacy</li> <li>Project Management Skills</li> <li>Good knowledge of the Building Surveying</li> <li>Good knowledge of construction techniques</li> </ul>	<ul style="list-style-type: none"> <li>Qualification in AutoCAD</li> <li>Experience of 3D modelling software</li> <li>Experience of the planning system</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Ability to work on own initiative and prioritise work, yet still work well within a team environment</li> <li>Ability to work well under pressure</li> <li>Excellent organisation skills and attention to detail</li> <li>Flexible and Proactive</li> </ul>	

NOTE: Candidates invited for interview are to supply a portfolio of recent relevant work.