



Job Specification

For: Validation Surveyor

Ref: VR/01357

Job Description

Job Specification provided by:

Sappers Network
RHQ RE, Ravelin Building
Brompton Barracks
Chatham, ME4 4UG
Tele: +44-(0)7496 083483



JOB DESCRIPTION

Job Title	Validation Surveyor ver1.3nologo
Business Sector	Local Facilities Management, UKS, National Business Unit
Location	National including Republic of Ireland (and some international travel)
Reporting to	Validation Lead
Grade	OP

Purpose of The Job

To provide dedicated operational excellence support to mobilisations and transitions within the business by delivering the Asset Validation Process, Operational and CAFM setup for new and existing Accounts.

Responsibilities

Operational:

To deliver the Asset Validation, Operational and CAFM setup process for the assigned Account by:

- contributing to Client and internal meetings relating to the process;
- planning the end-to-end delivery of the assigned validation, operational and CAFM setup process;
- forming and agreeing deadlines and schedules to deliver all outcomes, ensuring they are met;
- building respect with key customer contacts to strengthen the Company's relationship and exposure during the transition/validation phase;
- ensure validation surveys and associated tasks are delivered in time to a high standard with strong clarity of data and detail;
- be the Validation point of contact for all survey and validation activities and provide support to the Company's team and client;
- work with the Validation Team to deliver validation services utilising Company employed resource (self-perform). Be the driver in maximising the volume of work that is self-performed;
- be the Validation Excellence Champion, driving continuous improvement in service delivery;
- in conjunction with the Validation Lead, manage allocated budgets in line with the plan, against the validation model;
- provide solutions and associated quotations for validation and associated tasks;
- identify potential business opportunities for additional survey services;
- manage the validation service delivery on site.

Technical:

To function as the 'specialist' in respect of building service engineering and facilities Asset Validation with the ability to:

- dynamically survey buildings and portfolios of different use (healthcare, manufacturing, offices, data centers, education, transport logistics, etc.) within the UK, ROI with occasional international travel;
- classify and categorise assets, systems, and services;
- identify and capture maintenance and service requirements;
- generate maintenance and service strategies (SFG20, HTM, SFG30, PAS etc.);
- produce the planned maintenance and service programme;
- generate the condition report;
- formulate the forward maintenance register and capital replacement plan;
- own and drive the change and setup of the CAFM system;
- identify hazards and risks arising from point of survey;
- produce risk assessments and method statements particular to the building use.

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Commercial:

Commercially astute with the ability to:

- understand contractual asset and maintenance requirements, schedules, specifications, and obligations;
- interpret and apply contractual requirements relating to the physical assets, services, and on-site requirements;
- contribute to the development of solutions to satisfy contractual requirements relating to the physical assets, services, and on-site requirements;
- work within budgets to deliver agreed profit margins.

Quality, Accountabilities and Flexibility:

- regular progress reporting to the Transition and Validation Leads;
- regular update reporting to the Client and Account Teams;
- demonstrating operational integrity through transparency of delivery;
- attendance at internal monthly reviews to formally present the review pack;
- the ability to balance and focus workload to deliver to deadlines;
- occasional team working, particularly on larger programmes where the management of that team will be required;
- the willingness to travel to sites throughout the UK, Republic of Ireland and some international locations;
- the ability to work from and away from home with overnight stays;
- the ability to work from Client offices and Company office locations throughout the UK;
- a keen focus on actively contributing to the success of client and operational outcomes;
- able to work autonomously, often away from home, across the UK and Republic of Ireland;
- in depth experience of sites, portfolios and buildings of different use (retail, healthcare, manufacturing, data centres, logistics, corporate etc);
- facilities or engineering background with a strong knowledge of building services assets, components, systems, functions and applications;
- good computer skills, particularly EXCEL;
- working knowledge of QHS requirements;
- excellent analytical skills;
- good organisational and planning skills;
- demonstrated ability to visualise and communicate the execution of work;
- ability to manage multiple priorities or validations simultaneously and keep them progressing to completion;
- good written and verbal communications skills and have demonstrated the ability to be approachable and tactful;
- demonstrated ability to develop, write and follow accurate instructions;
- demonstrated ability to read BMS, blueprints, machine and process drawings and schematics. Have the ability to sketch or redline existing drawings and plans;
- knowledge and understands the validation and CAFM processes and proper use of systems and processes;
- must be capable of providing supervision, instruction and training of newly appointed surveyors or CBRE team members assisting with the validation process;
- will be able to lead by example by conducting all validation and associated tasks to a high standard.

Recruitment & Selection:

The process will be:

- Interviews over Zoom to form a shortlist;
- Selection day (interview, aptitude and knowledge assessments);
- Appointment, up to 4 roles;
- Training – 2 months on-the-job and shadowing;
- Six-month's probation.

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Benefits:

- Salary £40-46k;
- Car allowance £5k;
- Potential performance related bonus (up to 20%);
- Training – 2 months on-the-job and shadowing.

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Compiled by : **Fiona Louch**
Compiled on : **11/15/24**

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