



# Duchy of Cornwall Estate

## Building Surveyor

### Devon and Cornwall

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## The Duchy of Cornwall Estate

The Duchy of Cornwall is a private estate which funds the public, charitable and private activities of The Prince of Wales and his family. The Duchy consists of around 53,154 hectares of land in 24 counties, mostly in the South West of England.

The Duchy estate was created in 1337 by Edward III for his son and heir, Prince Edward, and its primary function was to provide him and future Princes of Wales with an income from its assets.

The current Duke of Cornwall, HRH The Prince of Wales, is actively involved in running the Duchy and his philosophy is to improve the estate and pass it on to future Dukes in a stronger and better condition.

## Building Surveyor

### Main purpose of role

The building surveyor will lead a small team of professionals who are responsible for the delivery of all building maintenance, refurbishment and new build projects across the Duchy of Cornwall's Estate in the far south west. The portfolio comprises of a broad range of buildings, including traditional rural dwellings; former agricultural buildings now used as rural workshops; farm steadings, comprising traditional and modern structures and high quality houses that are part of a 5\* holiday cottage portfolio.

The post holder will be responsible for overseeing the implementation of annual revenue budgets of over £1 million and a typical capex of £4 million annually.

The building surveyor will play a full role in the practical design and execution of project work and will support other members of the team in the successful delivery of their work.

The post holder will oversee and advise on all aspects of buildings and construction health and safety compliance.

The estate is actively managed and it is expected that the building surveyor will play a key role in identifying opportunities for buildings to be put to alternative uses that enhance the fabric and the financial performance of the estate.

The building surveyor will be expected to take the leading role in ensuring that efficient programmes for routine maintenance are in place and for ensuring the delivery of high standards of customer care for the Duchy's tenants.

To ensure the sympathetic management of heritage buildings.

To continue a programme of stock improvement; pursue the adoption of suitable renewable energy technologies and improve the thermal efficiency of the housing stock.

### Position

The post reports to the Land Steward Western District and Isles of Scilly who is based at the Regional Office. There are currently two direct reports: an assistant building surveyor and an architectural technician/surveyor and the role is supported by an administrator. A qualified building surveyor is also stationed on the Isles of Scilly and reports to the local land manager however the post holder will provide management support and oversight.

**Scope of role** The post holder will be based at the Duchy regional office at Lostwithiel, Cornwall, but will be expected to visit the Duchy's other regional offices and to travel to properties throughout the district.

The Estate's portfolio of properties in the District comprise of a large number of residences, farms and rural commercial buildings as well as redundant mine buildings and a portfolio of holiday cottages. Many of the properties are of traditional construction with strong vernacular qualities and the sensitive management of our built environment is a fundamentally important aspect of the role.

You will oversee the refurbishment of properties managed as part of the holiday letting portfolio and examples of the standard of the properties managed can be seen at [www.duchyofcornwallholidaycottages.co.uk](http://www.duchyofcornwallholidaycottages.co.uk).

The estates in the two counties cover some 90,000 acres of land, with over 60 farms. The building surveyor will lead the management of repairs on this estate and will be expected to be conversant with modern farm building construction and the design of commercial farmsteads.

The post holder will need to be competent in the use of modern IT management systems which are used by the estate for the administration of maintenance regimes and financial control.

The post holder will be accountable for the efficient deployment of the building department's resources. Working within the District's allocated budget whilst delivering the required work outputs is a prerequisite.

The post holder will be expected to personally maintain a full portfolio of project work as well as overseeing the work of the department and it is expected that the successful applicant will be able to demonstrate a wide range of successful experience in all the aspects of building surveying work that are relevant to this post.

The building department team are motivated and dedicated in their work and are a significant asset to the Duchy. Their new team leader will need to be able to demonstrate an empathetic approach to management that contributes to the teams continued successful development.

Beyond the District's interests, the building surveyor will be expected to contribute to the Duchy's broader building surveying discipline and to promote the development of the Duchy's approach to the management of its building stock.

**Limits of Authority** To set departmental budgets for approval and manage previously authorised expenditure.

**Delivery Relationships** You will need to work and communicate effectively with others and establish positive working relationships at all levels within the Duchy's various offices. You will need to work as a leader of a small specialist team and make a significant contribution to the District's senior management team. Close and effective liaison with the property management team is essential. Outside the Duchy you must deal professionally with industry professionals and the general public, senior representatives of the Royal Household and members of the Royal Family.

## **Reward package**

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The role will be full time 35 hours per week. You will be expected to provide out of hours emergency cover on a rota basis.

The salary will be dependent on experience, plus a car allowance

The Duchy will contribute 12% of salary into its group pension scheme.

You will be entitled to 25 days holiday A Relocation Package will be considered.

## **Person specifications**

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### **Education, Experience & Qualifications**

Educated to degree level or equivalent.

You are likely to be a fully qualified member of RICS, with desirably at least 10 years post qualification experience.

A qualification in building conservation is desirable

A comprehensive understanding of Health and Safety legislation is essential.

A sound knowledge of the building and construction industry, project management and contract administration is essential.

Experience of maintaining and re-furbishing traditionally constructed rural buildings is essential.

Experience of managing buildings used for modern agriculture is essential and experience in the design of new farm steadings is desirable.

Experience of building conservation and renewable energy is desirable.

### **Personal**

You are discreet, organised, able to build positive working relationships at all levels; able to deal professionally with tenants, contractors, the public and industry professionals; precise and accurate in your work, open to discussion, change and development; easy-going yet professional, self-directed and productive.

You will need to have a strong empathy with the objectives of the Duchy of Cornwall and the implementation of the Duchy's policies.