

Job Description: Surveying Lead



Function:	Government UK & Ireland, Property Professional Services
Job:	Asset Surveyor
Position:	Asset Surveyor
Job holder:	n/a
Date (in job since):	n/a
Immediate manager (N+1 Job title and name):	Technical & Asset Manager
Additional reporting line to:	
Position location:	100% On site – UK Wide

1. Purpose of the Job – State concisely the aim of the job.

The Asset Surveyor is responsible for delivering high-quality **asset verification and condition surveys** across a large and diverse estate (c.700 sites), supporting a nationwide Government contract within the UK.

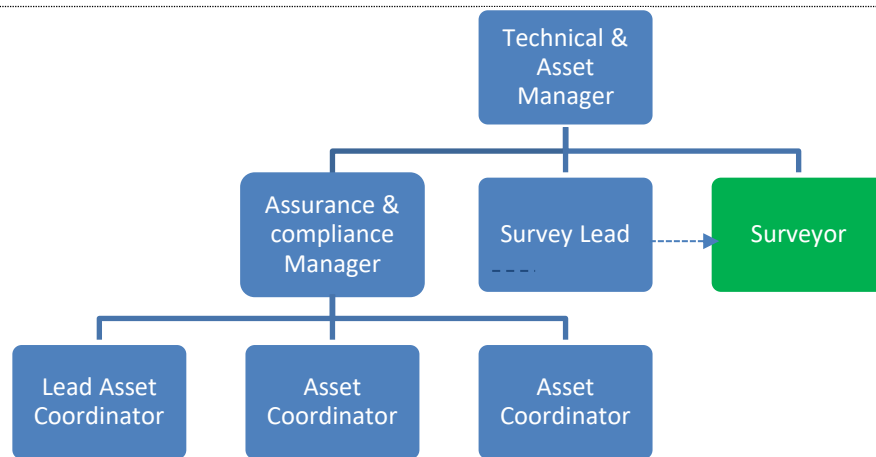
The role focuses on **accurate data capture, condition assessment, and reporting** of building fabric and M&E assets to ensure that asset registers are complete, consistent, and fit for operational and maintenance decision-making. The Asset Surveyor works as part of a wider Asset Management team, providing reliable technical information to support estate compliance, risk management, and service delivery.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics ■ .

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

Context

Sodexo has been appointed as the client's Performance Partner for the next 5 years.

- The Performance Partner manages FM services delivered by the client supply chain of 4 TFM suppliers.
- Operating in a dynamic and evolving environment with changes in the portfolio and supply chain.

Main Issues

- Delivering consistent, high-quality condition survey data across varied property types.
- Ensuring survey data is accurate, auditable, and aligned with contract standards.
- Communicating technical findings clearly to non-technical stakeholders.
- Fully comply with the Information Security requirements of the contract.
- Be willing to support other members of the contract team to minimise the impact on service levels and contractual obligations.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

Survey Delivery

- Undertake asset verification and condition surveys of building fabric and M&E systems across single sites and complex estates.
- Verify completeness, accuracy and consistency of existing asset data and identify gaps or anomalies.
- Ensure surveys are delivered efficiently, safely and with minimal disruption to client operations.
- Apply consistent condition grading, risk assessment and renewal assumptions.

Data Quality & Reporting

- Capture, validate, and update asset and condition data within CAFM or other asset management systems.
- Produce clear, accurate survey reports highlighting condition, risks, and priority issues.
- Support data audits and quality assurance checks to ensure consistency across the estate.

Technical Support

- Provide technical input to the Technical & Asset Manager relating to asset condition, defects, and compliance risks.
- Respond to technical queries arising from survey findings.
- Support follow-up surveys, re-inspections, or validations where required.

Collaboration & Stakeholder Engagement

- Work closely with Survey Lead, technical & Asset Manager, contract teams, FM providers, and site stakeholders to coordinate survey activity.
- Communicate findings clearly and professionally to internal teams and client representatives.
- Support wider contract objectives through a collaborative and flexible approach.

Communities of Practise

- To actively participate in your community of practice, driving service innovation, supporting the evolution of PPS service offerings and the development of staff in your community.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Deliver accurate and verified asset registers and condition survey data.
- Ensure surveys meet agreed quality standards, methodologies, and contractual requirements.
- Provide timely, reliable survey reports that clearly identify asset condition and risks.
- Maintain high standards of data accuracy, professionalism, and client service.

7. Person Specification – Indicate the skills, knowledge, and experience that the job holder should require to conduct the role effectively

Qualifications & Professional Membership

- Degree, HND or equivalent qualification in Building Surveying, Engineering or a related discipline.
- Relevant professional membership (e.g. RICS, CIOB, CIBSE, IAM) or working towards chartership.

Experience

- Demonstrable experience delivering **asset verification and condition surveys**.
- Practical knowledge of building fabric and M&E systems.
- Experience working across large or complex estates is desirable.

Skills & Knowledge

- Strong attention to detail with a structured approach to surveying.
- Competent with digital data capture tools, CAFM systems, and MS Excel.
- Ability to produce clear, accurate technical reports.
- Good written and verbal communication skills.

Personal Attributes

- Quality-focused and methodical.
- Comfortable working independently in a field-based role.
- Organised, proactive, and capable of managing multiple sites and priorities.
- Collaborative and professional in approach

Applicants need to be eligible to pass security vetting to a high standard

8. Competencies –

	▪ Client & Customer Satisfaction / Quality of Services provided	▪ Innovation and Change	
	▪ Rigorous management of results	▪ Commercial Awareness	
	▪ Strong written and verbal communication		

9. Management Approval – To be completed by document owner

Version	1.0	Date	05/05/2026
Document Owner	Rena Theocharidou		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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