

Job Description – Building Surveyor

Site/Location	Remote
Department/Business Area	Surveying Services
Reports to	Head of Surveying Services

About Woodgate & Clark

Woodgate & Clark has been providing a loss adjusting service to the UK insurance market for over 40 years and is one of the UK's leading loss adjusters, providing complete claims solutions to insurance providers operating in commercial, domestic, marine, and motor. The Company excels at the handling of specialist and non-standard claims. We are currently just under 400 team members across the UK and since 2015, Woodgate & Clark has been part of the Van Ameyde Group, Europe's market leader in international claims management. Van Ameyde operates across more than 30 territories through 46 operating companies, with more than 1500 team members.

To complement our adjusting services, we also have our own dedicated building repair network, Quadrassist, and provide specialist loss adjusting services in entertainment, events, and advertising through Spotlite Claims.

The Person

We are looking for a Chartered Surveyor/Project Manager to work in partnership with our Loss Adjusters across a mixed portfolio of commercial and major and complex material damage insurance claims and to Project Manage each claim requiring building repair works.

Responsibilities

The responsibilities of the **Building Surveyor** include (though are not limited to):

- Preparing Bills of Quantities/Schedules of Work in line with initial instructions/claim information, including contract preparation and sign off
- Scope out CDM requirements for each project
- Ensuring cost/budget evaluation and cost control of each project
- Preparing interim valuations and Party Wall Notifications
- Collating certification of payments and ensuring key contract milestones within agreed timeframes and/or SLA's
- Preparing response for information tender documentation and inviting tenders from suitable or identified vendors



- Analysing and reporting on tender returns for further evaluation
- Negotiating with Contactors on variations and costs.
- Reporting to Clients with project updates and other parties with an interest in the claim e.g Solicitors
- Supporting client facing meetings and presentations
- Mentoring and developing less experienced peers and colleagues
- You will be expected to carry out any other duties that may reasonably be required and notified to you by the Company.

Skills and Experience

- Advanced knowledge and practical experience of Building Surveying, ideally in the Loss Adjusting arena
- Experienced in project management, tender preparation, and an expert in requirements for CDM
- Strong attention to detail, ability to interpret and present findings
- Ability to demonstrate an attention to detail and proactively analyse and resolve complex issues.
- Ability to work as an individual and lead a team of professionals
- Handle and co-ordinate complaints and compliments
- Achievement of own performance targets
- Competent use of technology
- Experience of handling a variety of insurance claims lead subsidence, fire, flood, impact damage and other large building claims would be advantageous, but not essential

Qualifications

- Chartered Status is preferable - ARICS/MRICS/FRICS