



**BUILDING SURVEYOR**  
**FULL TIME**

**DeVono**

# ABOUT DEVONO

DeVono is the UK's leading occupier-only consultancy firm, specialising in providing real estate solutions to support our clients' complex and specific business objectives.

Our clients range from high growth start-ups to long established global organisations and we make it our business to build long-term relationships, enabling us to provide informed and expert advice relating to their commercial property.

We are driven by our fundamental guiding principle to provide unbiased and conflict free advice – an approach that allows us to negotiate and secure the best commercial terms possible, at all times protecting our clients' interests.

DeVono is the the largest occupier-only advisory firm in the UK through our network of best-in-class independent advisors. We also offer global experience, knowledge and support to service local and global clients.

## HIGHLIGHTS

- DeVono is a fast paced, high energy organisation
- Over the past 10 years we have provided real estate advice to more occupiers in London than any other real estate company
- We currently have a team of 40+, based near Oxford Circus & Old St
- Clients include; Zoopla, Red Bull, Farfetch, Twitter, Deloitte, Investec, Uber, Huawei and Survey Monkey to name a few

## WHY WORK WITH US? PERKS AND BENEFITS

At DeVono, staff wellbeing & culture is important to us and we are proud to offer a wide range of benefits, some of which include:

- **Comprehensive Private Healthcare for employees and dependants**
- **Contributory Pension**
- **Comprehensive KPI structure for transparent career development**
- **Employee Assistance Programme**
- **Generous annual leave policy**
- **Flexible working**
- **Staff perks and socials**



# OUR SERVICES



OCCUPIER  
ADVISORY



FLEXIBLE  
LEASING  
SOLUTIONS



CONSULTANCY



DESIGN & BUILD



OCCUPIER  
DISPOSALS



RENT  
REVIEWS



DILAPIDATIONS



BUILDING  
SURVEYS



**CoStar**  
2020 AWARD  
WINNER

Leading Central London  
Acquisition agent

**Property  
Week**

BEST PLACES  
TO WORK  
IN PROPERTY  2020

# BUILDING SURVEYOR

## FULL TIME

### ABOUT THE ROLE

Responsible for carrying out the full range of professional building surveying duties on commercial property to clients.

To contribute to the continued development and success of the practice.

### ROLE RESPONSIBILITIES

- Receiving client instructions and liaising with clients throughout
- Carrying out building surveys, giving summary advice and producing full written reports
- Preparing, negotiating and agreeing schedules of condition and dilapidations
- Contract administration in relation to remedial dilapidations works:
  - Specification of building work required
  - Carrying out tender process and making recommendation to client
  - Monitoring and supervision of building contract
  - Chairing meetings
  - Undertaking valuations, issuing of contract instructions and certificates and settling final accounts
  - Ensuring work is carried out to required standards, within budget and on programme
  - Preparing contract documentation including working drawings
- Carrying out feasibility studies, producing reports and working drawings
- Carrying out reinstatement cost assessments for insurance purposes
- Preparing and agreeing Party Wall awards
- Writing of reports, emails, letters and other correspondence in line with company procedures
- Liaising with clients, solicitors and other professional services
- Providing professional telephone advice to client queries
- Cost advice

Management of fees:

- Meeting quarterly fee targets
- Advising clients on fees, cost and timescales with agreement of directors
- Monitoring instructions to ensure further fees are not due
- Maintaining fee forecast sheets and reporting to internally on workload, forecasts, client proposals and potential new openings
- Invoicing clients at timely intervals according to company policy
- Assisting accounts department to ensure timely payment of invoices

# BUILDING SURVEYOR

## FULL TIME

### Client Cultivation:

- Representing the practice to clients on a daily basis and encouraging the development of DeVono Cresa relationships
- Developing a local and national client base; actively seeking and winning new work
- Manage appointed clients
- Cross selling and repeat work, by ensuring clients are informed of all other services the firm can offer

### Ad Hoc Duties:

- Attending internal sales and other meetings as appropriate
- Checking timescale and quality of written correspondence
- Keeping up to date technically and from a CPD perspective
- Any ad hoc duties as and when reasonably required
- To be aware of and comply with company and statutory requirements regarding health, safety, fire and hygiene

## SKILLS AND ATTRIBUTES

- MRICS
- A track record of achieving successful dilapidations negotiations
- Must have at least 5 year's (ideally 8) working in office dilapidations and building surveying experience, ideally in Central London but not essential

Salary: TBC based on experience

**\*To apply for this role, please email your CV and cover note to:\***

Ruth Lynch | Head of People - [rml@devonocresa.com](mailto:rml@devonocresa.com)

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