
Recruitment information

Job description and person specification

Your title Grant Surveyor (CARE)

Post number PRN000297

Your team Care & Repair, Elmbridge

You would be based Civic Centre, Esher

Your line manager CARE Team Manager

This post requires a basic DBS certificate



Elmbridge
Borough Council
... bridging the communities ...

About the role

The main purpose of the job

- As a qualified surveyor, we need you to provide support and advice to clients on the technical aspects of repairs and adaptations to their homes.
- You will manage and oversee construction work throughout the entire project lifecycle. From Initial survey, production of drawings & specifications, tendering, site & contractor management, snagging and completion. All while keeping our clients and other stakeholders updated with progress along the way.
- To assist in ensuring that all control systems are effective, efficient, and up to date. Including asset databases, project trackers and property management software.
- To collaborate and provide a first-class Surveying service to our client PA Housing with regards to adaptations to their homes, ensuring that we meet the terms of our service level agreement with them.
- To assist in ensuring that grant funding is used correctly, to achieve the best outcome for clients and in line with Public Finance Regulations, DFG Guidance and The Housing Grants & Regeneration Act 1996

Main contacts

Councillors, officers, tenants, contractors, external architects, public and private sector bodies, charitable organisations, statutory authorities, utilities companies and members of the public.

The main purpose of the role:

- To conduct surveys of residential property, produce necessary reports and provide technical advice to clients, members of the public, landlords (including our SLA Partner) and occupational therapists.
- Use your technical / legal knowledge and information gathered from the survey and all key stakeholders to develop the design and specification for adaptations within the clients home. Adaptation work that meets the medical need but also in line with the Building Regulations and rules and guidance governing Disabled Facilities Grants and public money.
- Produce technical drawings using Autocad software that are both detailed enough for other professionals to use, but also easily understandable for a non-technical audience to comprehend.
- Produce detailed specifications of work which along with the drawings will be used to convey the project design to all parties and form part of the overall tender package.
- Use your knowledge and experience to ensure that our adaptations are designed in accordance with the Building Regulations and the relevant planning law/ guidance.
- To effectively manage and oversee construction work from start to finish utilising the necessary JCT contracts and other project management tools as required.
- Liaise effectively with all necessary stakeholders including, contractors, clients, housing associations, external consultants, councillors etc and provide regular updates to them on progress including meeting minutes, site progress images and reports.
- To oversee construction work and ensure that it is delivered in line with the agreed specification and also within time, cost and quality parameters. Ensure that all works, services, and supplies are procured in accordance with procurement guidelines, policies, and statutory requirements.
- Ensure demonstratable value for money in the procurement and management of all requisite elements pertaining to the Disabled Facilities Grant.
- To assist the Care Team Manager and contribute to the formulation of Council policy, particularly in relation to the Home Improvement Agency service.
- Assist the Care Team Manager is actively promoting and marketing the services of Elmbridge Care & Repair and the Council so that they are perceived in a positive way by all stakeholders and partners including fee paying clients and partner organisations for whom there is a Service level agreement in place.
- To assist the Care Team Manager in monitoring the Disabled Facilities Grant spend and recommend action where spending or income is not in line.

Specific duties and responsibilities

- To assist and support the Care Team Manager in providing a wide range of adaptation and grant related services.
- To supervise, manage and oversee construction projects from initial conception all the way through to completion.
- To be Lead officer and responsible for the negotiation and agreement of variations on site and to agree in accordance with DFG legislation and value for money/best practice.
- Conduct building surveys and provide detailed technical advice to all stakeholders. Use survey information and knowledge to produce detailed specifications of work and technical drawings using software such as Autocad.
- To assist the Care Team Manager in managing the administrative team as and when necessary, including taking any overflow calls as required and assisting with enquiries in the Care Team Managers absence.
- To produce the relevant drawings and documentation in order to make planning applications for projects such as hardstanding's & dropped kerbs.
- To assist the AMPS & Housing teams with property acquisitions designated for disabled adaptations, including providing technical advice.
- Use your technical knowledge and experience to assess the cost of construction work and where required to approve or reject claims for variations from contractors.
- To deputise for the Care & Repair Manager in their absence in relation to responsibilities of the adaptations service.
- To be proficient in the use of software to enable the production of drawings, specifications and reports such as Autocad, Microsoft Word & Excel and a knowledge of systems such as Keystone.
- Establish and maintain effective and positive working relationships with all relevant internal and external clients, colleagues, key partners and stakeholders.
- Promote effective service alliances with other partners, service providers and stakeholders to improve the efficiency and effectiveness of the team's services.
- To appoint and manage external consultants when appropriate and as directed by the Care Team manager.
- To assist and support with leading, managing and developing the staff within the Care & Repair Team as directed by the Care Team manager.

About you

You will have:

- A Degree level qualification in Surveying or equivalent (Significant industry experience may also be considered)
- Professional membership of a chartered institution such as The Royal Institute of Chartered Surveyors (RICS) or the Chartered Institute of Building (CIOB) (Significant industry experience may also be considered)
- Relevant experience of dealing with contractors and members of the public on housing/construction related matters.
- Demonstrable experience of housing maintenance, building pathology and adaptations.
- Experience of drawing up detailed specifications and producing tender documentation including the use of specialist software such as Autocad.
- Demonstrable experience of managing and monitoring contractors' performance on site. Administering and overseeing building contracts. Monitoring time cost and quality on construction projects and taking necessary action to address performance issues.
- Relevant experience surveying properties and creating schedules of dilapidations, reports and other project documentation.
- Proven track record of identifying and meeting the needs of elderly or vulnerable people in their own homes.
- A working knowledge of, JCT construction contracts, The Building Regulations, Planning Policy, The Party Wall Act, DFG Guidance, The Housing Grants & Regenerations Act & Local Authority Procurement Guidance.

About us

We know we ask a lot, but we give a lot too. We are progressive organisation, committed to supporting the people of Elmbridge and that commitment extends to our employees.

- **Wellbeing:** When you thrive Elmbridge thrives, which is why we have developed a strong and varied wellbeing programme for our employees, from mindfulness to healthy walks – the options are there for you.

- **Learning and development:** We all know learning doesn't stop when you leave university, it is an ongoing journey and we will support you on that journey by creating a bespoke learning and development plan.
 - **Flexibility:** With our commitment to flexible working, you will be able to find work / life balance.
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What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

What else?

Find out more about our housing service on our website:

<https://www.elmbridge.gov.uk/housing/>

If you have any queries about the role, please contact Helen, Care Team Manager on 01372 474602.

Closing date for applications: 26/09/24 at 9:00

**Insert title: Grant Surveyor
Team: Care & Repair
Salary: £51,132 - £54,365**

**Post no: PO 42 to PO 45
depending on experience
Hours: 36 Hours per week or
part time 21.6 Hours
Car allowance: Core User C1**

Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	Possession of a degree in Surveying (or significant relevant experience)	E	A
2	Chartered Membership of The Royal Institute of Chartered Surveyors or The Chartered Institute of Building (or significant relevant experience)	E	A

3	Evidence of continuing professional development	E	A
4	Possession of a Valid Construction Skills Certification Scheme Card (CSCS)	D	A,I

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
5	Relevant experience of dealing with contractors and members of the public on housing/construction related matters. Including conveying complex technical information in a way that all stakeholders can understand.	E	ATI
6	Demonstrable experience of housing maintenance, adaptation, building pathology and repairs.	E	ATI
7	Recent experience of drawing up detailed technical specifications and producing tender documentation.	E	ATI
8	The ability to use specialist software such as Autocad to produce detailed technical drawings.	D	AI
9	Demonstrable experience of managing and monitoring contractors' performance on site, based on time cost and quality standards. To include administering legal construction contracts such as JCT or NEC.	E	AI
10	Relevant experience surveying properties and creating schedules of dilapidations, detailed reports and other project documentation.	E	AI

11	Proven track record of identifying and meeting the needs of elderly or vulnerable people in their own homes.	E	AI
12	Experience of managing a busy caseload of clients with diverse needs.	D	AI
13	Experience of using Microsoft office and other software packages including Autocad, Teams, GIS systems and asset management software such as Keystone.	D	AI
14	Proven track record of solving technical issues and problem solving on building projects.	E	AI

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
15	Ability to draw and understand detailed scale, technical plans.	E	AI
16	Good written and verbal communication skills.	E	AI
17	Ability to identify and confidently challenge poor performance and sub-standard workmanship.	E	AI
18	Self-motivated and ability to prioritise and manage own workload.	E	AI
19	A good working knowledge of Planning and Building Regulation requirements and Party Wall Act legislation.	E	AI
20	A good working knowledge of Disabled Facilities Grants, The Housing Grants & regeneration Act 1996 & DFG Guidance.	E	AI
21	Experience and knowledge of construction costs and tendering procedures within the public sector.	E	AI

22	Knowledge of the needs of older, vulnerable and disabled people and the ability to deal with any issues arising with tact and empathy.	E	AI
23	Ability to assist with managing staff, contractors and external consultants.	D	AI
24	Excellent communication and numeracy skills	E	AI
25	Understanding of working in a political environment and stakeholder consultation	D	A
26	Show commercial and financial awareness and skills in delivering best value for our clients (some of whom are fee paying)	D	A
27	Knowledge of Housing legislation, Housing standards and energy performance requirements for landlords.	D	A

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
28	Access to a vehicle to carry out visits to client's homes.	E	AI
29	Ability to undertake property inspections which may require climbing ladders, scaffolding and working in confined spaces.	E	AI
30	The post is subject to a Basic DBS Disclosure.	E	AI
31	Will sometimes be required to work outside of normal working hours, evenings and weekends depending on the specific project.	E	AI

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