

Recruitment information

~~Job description and person specification~~

Your title	Housing Surveyor
Post number	TBC
DBS check	Basic
Your team	Asset Management and Property Services
You would be based	Civic Centre, Esher
Your line manager	Lead Asset Surveyor

About the role

As a member of the building surveying services section, you will:

- Contracts manage the council's registered provider in relation to reactive and planned maintenance, ensuring the registered provider and/or its subcontractors achieve full statutory compliance including proactive damp and mould management across the residential estate.
- Produce and implement a planned stock investment and improvement programme to ensure HHSRS and Decent Homes Standard compliance.
- Carry out pre-void inspections, scope and deliver void work to ensure the property meets EBC's New Let Standard.
- Lead on adaptation requests and work with adaptation service and other services.
- Conduct acquisition due diligence surveys.

The main purpose of the role:

- Contracts manage the council's registered provider to ensure that the council's residential portfolio is maintained in a safe and satisfactory condition in accordance with all relevant legislation and Council policies.
- Provide professional property advice to the Residential Property Manager and Residential Property Coordinator.
- Ensure that property related documentation and tasks are kept up-to-date in electronic format, and that all such information is readily accessible to relevant stakeholders.
- Ensure that works, services and supplies are procured in accordance with the Council's procurement guidelines and standing orders.
- Contribute to increasing energy efficiency of the Council's property assets by actively promoting a sustainable approach to building maintenance.

Specific duties and responsibilities

1. Contracts manage the council's registered provider in relation to reactive and planned maintenance, ensuring the registered provider and/or its subcontractors achieve full statutory compliance including proactive damp and mould management across the residential estate in accordance with the incoming Awaab's Law.
2. Produce and implement a planned stock investment and improvement programme to ensure HHSRS and Decent Homes Standard compliance, including delivery of capital replacement schemes up to £500,000 per annum.
3. Undertake a range of building surveying activities in support of AMPS' residential services and objectives, including inspections and surveys, defect analysis, feasibility studies, preparing reports and cost estimates, producing specifications, drawings and tender documents, obtaining licences and statutory consents, procurement of works, services and supplies, project management and contract administration.
4. Carry out pre-void inspections, scope and deliver void work to ensure the property meets EBC's New Let Standard.
5. Lead on adaptation requests and work with adaptation service and other services.
6. Conduct acquisition due diligence surveys and assist the Residential Property Coordinator in setting up the new property within the council's residential database.
7. Manage and coordinate statutory compliance servicing and certification, including but not limited to, gas safety, periodic electrical inspections, fire safety and detection, water hygiene and asbestos management.
8. Regularly monitor actual and forecast spend against allocated projects and jobs. Provide regular cost information for the purposes of departmental budget management.
9. Implement pro-active monitoring of contractors' quality and customer care by means such as inspections of works in progress, post-inspections, quality audits and satisfaction surveys. Ensure that quality monitoring records are kept and that areas of concern are addressed promptly.
10. Liaise and communicate effectively with colleagues, contractors and external stakeholders to ensure that projects are properly co-ordinated, stakeholders are kept fully informed and to minimise disruption.
11. Provide professional and technical building surveying advice to colleagues, building users and others.
12. Ensure all required policies and strategies are created, reviewed and updated.

Main contacts

Internal:- Asset Management and Property Services; Building, Estates and Facilities teams, Housing Services; Residential Property Manager and Residential Property Coordinator.

External:- Registered Provider, contractors; consultants, community support agencies, council members.

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 time 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.

Title: Housing Surveyor Post No: TBC

Team: AMPS

Hours: 36 per week

**Salary: £51,528 - £55,939
PA (PO 41 – PO 45)**

Car allowance: Core Car User C2

Key requirements	Desirable/ essential	To be tested by: Application (A) Test (T) Interview (I)
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Qualifications and education			
1	Relevant professional qualification, (e.g. RICS or CIOB), or technician qualification (HNC, degree or equivalent). If no relevant professional qualification is held then the candidate will need to demonstrate at least 10 years' experience in a similar role.	E	A,I
2	NEBOSH / IOSH qualification.	D	A,I

Experience			
3	Experience of managing a registered provider and undertaking building surveying, contract procurement, contract administration and project management activities in a similar environment (candidates without a professional qualification are required to demonstrate substantial experience).	E	A,I
4	Extensive experience of specifying, procuring and managing repair and improvement projects including through a measured term contract.	E	A,I
5	Pre and post contract experience including preparation of specifications, preparing and reviewing of estimates, cost plans, bills of quantities, tender reporting.	E	A,I
6	Experience of working with contractors, consultants and external agencies	E	A,I
7	Extensive experience of defect diagnosis and identifying appropriate repair solutions.	E	A,I
8	Experience of managing project budgets, cost analysis and cost reporting.	E	A,I
9	Experience of managing contractors' quality and performance	E	A,I
10	Experience of using a computerised building maintenance and repair system.	D	A,I

Knowledge/Skills/Abilities			
11	Sound understanding of construction technology and repair techniques.	E	A,I

12	Good understanding of the housing health and safety rating system and Decent Homes Standard.	E	A,I
13	Sound understanding of the Fire Safety Regulations 2022 and experience in conducting fire risk assessments within a similar property portfolio.	E	A,I
14	Good understanding of statutory compliance and approved documents including gas safety, water hygiene, asbestos and electrical safety.	E	
15	Working knowledge/understanding of building services technology and maintenance, including the property management system, Technology Forge.	D	A,I
16	Awareness of property-related sustainability and energy performance certificates.	E	A,I

Personal qualities

17	Commitment to quality and customer service.	E	A,I
18	Highly motivated, able to work under own initiative and achieve results.	E	A,I
19	Team Player.	E	A,I
20	Excellent written and verbal communication skills.	E	A,I
21	Able to prioritise and manage time effectively.	E	A,I
22	Assertive; able to use influence and negotiation to achieve outcomes.	E	A,I
23	Ability to use problem-solving and judgement to make appropriate decisions.	E	A,I

Special requirements

24	Full driving licence and access to vehicle during working hours.	E	A,I
25	May be required to attend occasional evening meetings.	E	A,I
26	Will be required to work in confined spaces and at heights.	E	A,I