

Role Profile

This section provides key information relating to the role

Job Title:	Building Surveyor		
Post No:		Grade:	Scale J
Team:	Property Maintenance and Climate Change	Location:	Campus East
Responsible to:	Repairs and Voids Manager or Senior Building Surveyor or Project Manager or Asset Data Manager		
Responsible for:	Not Applicable		

Overall job purpose:

This is a generic Building Surveyor role to provide flexibility across the whole Property Maintenance Directorate, working in housing and commercial property assets. There are four core functions within the Directorate, providing Building Surveying Services:

- Housing Repairs and Voids - provide a patch-based Repairs and/or Voids Surveying Service,
- Commercial Property and Garages Repairs and Voids - provide Repairs and/or Voids Surveying Service,
- Planned and Cyclical Maintenance- provide a planned and cyclical surveying service delivering investment programmes to the housing and commercial stock.
- Stock Condition Surveying – carrying out cyclical surveying services and data management services to the housing and commercial stock

In all roles:

- To ensure compliance with current legislation, policies, procedures and good practice.
- To achieve agreed key performance and financial indicators.
- working closely with customers, colleagues, contractors and other stakeholders to provide an effective and customer focused service.
- To comply with the Council's values and behaviours in delivering this role.

Key areas of focus:

Housing Repairs and Voids and Commercial Property and Garages

1.	To be responsible for carrying out pre inspections of properties (including voids and mutual exchanges), diagnosing repairs, scheduling up works through an agreed schedule of rates or where not possible preparing a specification of works and obtaining quotations. Be able to assess the issue and the risks and to make decisions to mitigate the risks to ensure the safety of the customer and property.
2.	Carry out post inspection of works to ensure they meet the required quality standards. Liaise with Contractors and Customers to arrange remedial works.
3.	Be a champion of your 'Housing patch' and feed into service reviews, specifications changes, safety issues, new development and planned maintenance standards and programme requirements to ensure the housing stock meets required standards and safety requirements.

Planned and Cyclical Maintenance

1.	To be responsible for surveying properties, diagnosing repairs, scheduling up works through an agreed schedule of rates or where not possible preparing a specification of works/tender and obtaining quotations and tenders. Assist with preparing s.20 notices for leaseholders.
2.	Manage the execution and compliance of statutory and other controls, such as Planning and Building Regulations.
3.	To be responsible for managing on site safety, ensuring excellent on-site quality control, and adherence to site safety standards and practices, including Health and Safety at Work Act (H&SWA), Construction Design Management (CDM) Regulations etc for each project. Also ensuring resources are allocated effectively on relevant sites, and that proper and safe working methods are employed and that all site documentation is updated daily, including the site diary, risk assessments/method statements, scaffold inspections etc.
4.	To be responsible for contract administration effectively managing contractors and where required coordination of consultants, holding them to account on performance.

Stock Condition Surveying

1.	To carry out stock condition surveys and accurately record condition and age of components and feed into the Council's asset database.
2.	To check and record component data to ensure all Building Safety and Compliance components are fed into compliance programmes.

3.	To carry out Housing, Health and Safety Rating risk assessments and ensure Category 1 and Category 2 items are actioned in accordance with performance timescales.
4.	To carry out energy performance assessments as required.

General Requirements

1.	Order the required works on the Council's ICT systems(s) within permitted authorisation levels (including variation orders) and refer higher cost works to a Manager/Planned Maintenance team.
2.	Communicate with Customers and Colleagues to explain works to be carried out in a clear and understandable way to ensure they know what will happen and when.
3.	Provide technical advice to Customers and Colleagues in an easily understood way, for example supporting customers with damp and mould issues, whether it be technical issues or providing guidance and advice on how to live in their home.
4.	Maintain up to date records of all customer communications, repairs actions etc utilising the Council's ICT systems as required.
5.	Investigate and resolve assigned customer complaints/queries and identify learning opportunities and embed change when things have gone wrong
6.	Work with contractors and hold them to account on performance and behaviours standards, but also work in partnership with them to achieve the Council's and Customers expectations.
7.	Attend and participate proactively in any meeting you invited to attend including contractor, customer and colleague meetings.
8.	To coordinate and supervise repair and maintenance works including reviewing Contractors risks assessment and method statements before works commence and ensure that they are adhered to throughout the duration of the works.
11.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
12.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
13.	Any other duties that are commensurate with the level and grade of this post.
14.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
BTEC ONC and HNC in Building Studies or substantial experience.	x		AP
Degree/Professional Qualification in a construction related discipline, e.g., RICS, CIOB.		x	AP
NEBOSH/SMSTS Health & Safety qualification or substantial experience.		x	AP
Evidence of continual professional development training in a construction and health and safety related discipline.	x		AP/IN
Significant experience of building fault diagnosis and providing cost effective solutions.	x		AP/IN/AS
Ability to diagnose repairs, draw up specifications, make technical decisions and problem solve.	x		IN/AS
Working in a customer focussed environment with a good understanding of customer care.	x		AP/IN
Experience of working in social housing.		x	AP
Experience of managing and co-ordinating contractors and managing works to high standards and on time.	x		AP/IN
Knowledge			
Up to date knowledge of current building regulations and building standards.	x		IN
Fully conversant with Health & Safety (including CDM), Building Safety Compliance legislation and Building Regulations and good practice.	x		IN
Knowledge of relevant Equalities legislation in relation to managing Aids and Adaptation requirements.		x	AP/IN

Skills and abilities			
A confident, effective communicator with the ability to communicate with a broad range of internal and external stakeholders.	x		IN/AS
Excellent numeracy with accurate figure-work and data processing and reporting skills.	x		IN/AS
Good financial management, responsible for budget monitoring and have and awareness of value for money.	x		AP/AS
Proficient user of IT systems and handheld technology.	x		AP/AS
Ability to assess appropriate course of action to ensure customer and property safety.	x		IN
Ability to communicate effectively, verbally and in writing, with technical and non-technical people.	x		IN
Ability to deal with complaints and resolve service delivery problems positively.	x		IN/AS
Able to work collaboratively with staff, partners, key stakeholders & others.	x		IN
Ability to demonstrate an understanding of good practice with regards to the procurement of building/maintenance works	x		AP/IN
Other attributes			
The ability to work independently to solve problems using own initiative.	x		IN/AS
Ability to carry out surveys, inspection, climb ladders.	x		IN
Ability to manage priorities with competing deadlines.	x		AS/IN
Represent the Council at meetings as deemed appropriate and to occasionally work outside office hours.	x		AP
A valid driving licence and access to a suitable vehicle insured for business use.	x		AP

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.