

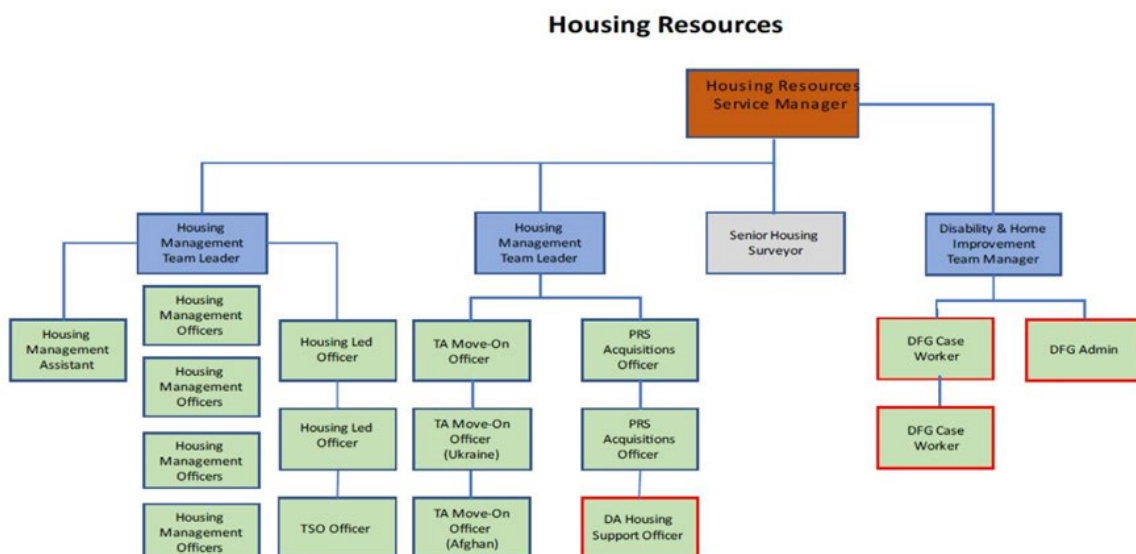
Job description

Job title:	Senior Building Surveyor		
Directorate:	People	Salary:	£ per year Plus £753 London Weighting £963 Essential Car User allowance
Section:	Early Help & Communities	Grade:	BG-E, SCP 37
Location:	Time Square	Work style:	Flexible

Key objectives of the role

- Under the direction of the Housing Resources Service Manager to carry out the professional building surveying work to the council's temporary accommodation stock, oversee the cyclical compliance programme and capital works programme, day to day repairs, void, adaptation and refurbishment and acquisitions.
- Responsible for the health and safety of tenants, other visitors, neighbours and the public at large for the properties that are under the council's ownership, leasing arrangements and/or for which the council has a landlord's legal responsibility, under The Landlords and Tenants Act 1985, to ensure that properties are safe to rent out and live in.
- Provide technical support in the delivery and development of repairs and maintenance services for maintenance operations.

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. To be responsible for ensuring the delivery of organisation's compliance and improvement projects with regards to servicing, maintenance and repairs contracts ensuring compliance with government standards and legislative requirements for all its housing stock.
2. To liaise with and assist the Housing Resources Service Manager and the Head of Housing in developing future servicing, maintenance and repairs projects and programmes.
3. To lead on preparing specifications and conditions of contract necessary for tendering works (when required) through our main term contractor, service contractor for repairs and/or specialist works from contractors for all servicing, maintenance and repair projects ensuring the business maintains compliance with the council's procurement policies, statutory obligations and financial regulation.
4. Inspect and assess any repair requests and defects or disrepair claims (i.e.damp and mould) where an immediate repair may not be appropriate and technical advice is required to identify and advise on appropriate solutions. Carry out property inspections to assess component replacement dates and advise regarding inclusion of works within Planned Maintenance Programmes.
5. Undertake inspections relating to H&S issues, noting any deviation from regulatory or legislative requirements or construction standards and apply HHSRS principle and provide written Housing Conditions reports as appropriate. Including pre- and post-inspections.
6. Provide technical advice, support and guidance to housing colleagues. Ensuring that the council meets its duties in accordance with the Fire Safety Order and staff are kept informed of changes in statutory requirements and building contract legislation.
7. Manage the void process to include pre-void and void inspections and specification writing using SOR's to ascertain and cost works required.
8. Effectively plan and deliver (and/or support the delivery of) minor-major value works projects including diagnosis, prepare schedules of work, ensuring value for money and effective contractor management resulting from reactive repairs, ad-hoc major works, voids, planned maintenance and improvements.
9. To ensure the contractor has a safe system of work in operation during all works on site and that all operations are carried out under the Health and Safety at Work act are observed and strictly adhered to by the contractor reporting on and monitoring Health and Safety compliance.
10. Project Manager in monitoring, controlling budgets and financial plans relating to servicing, maintenance and repairs projects allocated to the role.
11. Manage and monitor both contractors and consultants. Where standards are not being met, to implement systems to resolve these matters independently and without supervision.
12. Technical approval of Disabled Facility Grant applications and the associated works, including progress and post inspection of site and completed works.

13. To liaise with the Housing Resources Service Manager in the design and implementation of a comprehensive range of effective performance management measures and ensure these are produced to the agreed standard and at the agreed intervals, to promote continuous improvements in the development of the service.
14. To keep up to date with best practice and changes in legislation to enhance service development and encourage appropriate innovation to improve services to tenants.

Scope of role

Accountable to Head of Housing and the Assistant Director: Early Help & Communities.
Budget responsibility £2m pa as part of planned works and compliance schemes.
Responsible for development and maintenance of all relevant building safety policies and procedures.

Reporting to: Housing Resources Service Manager with regular reporting to the Head of Housing.

This work impacts upon the public and staff using the council's buildings and affects the delivery of service by client departments.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person specification

Key criteria	Essential	Desirable
Skills and qualifications	Relevant professional qualification - HNC, HND or degree level qualification in building construction related subject or able to demonstrate extensive relevant experience and knowledge.	Professional qualification such as MRICS, RIBA, MCIOB or equivalent.
Competence summary (Knowledge, abilities, skills, experience)	Background in building surveying or architectural practice. Good working knowledge of building regulations. Knowledge of building and service contract administration and contract law. Experience in the residential property sector. Knowledge or experience in the housing health and safety rating system (HHSRS). Trained/experienced and qualified Fire Risk Assessor. Ability to schedule workloads and to work to deadlines, particularly under pressure. Proven working knowledge of the Regulatory Reform Fire Safety Order 2005. Extensive knowledge of Health & Safety legislation, including CDM Regs. Knowledge of Housing Act 2004. Effective interpersonal skills, including teamwork, networking and negotiation skills with the ability to positively motivate all stakeholders, whilst building trusted relationships. A motivated and enthusiastic individual, who can work under pressure and prioritise workloads to deliver an outstanding service. Experience of monitoring programmes and budgets. Ability to produce clear concise reports.	Experience of providing a responsive and sensitive frontline housing service. Experience of dealing with term maintenance contracts. Experience of delivering projects and programmes. Experience of managing a consultant. Knowledge of Local Authority procedures. Knowledge of EU procurement regulations. Experience of dealing with partnering contracts. Knowledge of Housing Act 2004 Experience of using AutoCAD. Experience in using NBS or specification writing software.

Good written and verbal communication skills.

Good negotiation skills.

Good IT skills including working knowledge of Word, Excel, Outlook and MS project.

Supervision of contractors and consultants.

Work alone unsupervised or as part of a team.

Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.

**Work-related
Personal
Requirements**

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

Ability to negotiate in a mixed environment.

Caring attitude to service users.

Commitment to the provision of quality services, sensitive to the needs and preferences of clients.

**Other work
requirements**

The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.

**Role models
and
demonstrates
the
Council's
values and
behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.