



Job Description Surveyor

Document Owner:
Head of Group HR Services

Document No: CCH-JD-CAS

Version No	Revision Date	Reason for Revision
003	April 2018	Person Specification update

Directorate: Property & Assets	Grade: Band F
Division: Asset Management, Resource Planning and Maintenance Operations	Job Evaluation Number: PAS102 (JE0433)
Reports To: Asset Planning Manager, Programme Manager and Service Team Leaders	Responsible For: N/A

Job Purpose:

To undertake all aspects of surveying duties within the remit of Property & Assets.

Main Duties and Key Result Areas:

- Carrying out comprehensive property condition / energy surveys etc, as required to manage our assets including decent homes standard, HHSRS, Equality Bill, NROSH and EPC's, etc.
- Provide monitoring, control and quality assurance to ensure that stock condition information, and asset management information is accurate and valid.
- Co-ordinate the collection and validation of stock condition, asset management information as provided by others either internally or externally.
- Using up-to-date systems, accurately record and update the asset database of the Company and use this database to produce investment reports, programmes and lifecycle cost reports.
- Assist with the updating of supporting asset management systems such as the asbestos register, energy system to ensure accordance with current regulations and best practices.
- Carry out a full range of surveying in relation to repairs which have been reported by our customers, arrange where necessary for those repairs to be carried out.
- Carry out a full range of surveying duties in communal areas, garages.
- Carry out surveying and prepare reports for Empty Homes team
- Carry out surveys in relation to requests for alterations and adhere to the current policies and procedures.

- Direct and issue instructions to other officers or external organisations whose specialist expertise is required for asset management.
- Liaise with other sections of the organisation / Property & Assets Division in the co-ordination and control of improvement works to our asset base.
- Liaise with tenants and tenants forums as necessary in line with the requirements of department.
- To participate in the process of service improvement, review and change.
- To participate in the development of a culture which is consistent with the Company's vision and to ensure the delivery of effective and efficient services.

The above is not an exhaustive list of duties. You will be required to undertake any other reasonable duties in line with the purpose and grading of the post.

Dimensions:

Management responsibility

None

Financial responsibility

None

Physical Resource

Responsibility for information

Environment:

ALL employees will be expected to:-

- Live the company values being fair, forward-thinking, accountable, customer focussed, open, transparent, proud and passionate, so that the highest standards of customer care can be achieved.
- Be committed to diversity and inclusion of all, promote value for money, efficient services through the removal of system waste, so that excellence in all that we do is pursued through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets.
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement.
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures.
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so.
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.

Managers of other staff will also be required to:-

- To be responsible and accountable for ensuring compliance with the adopted Code of Conduct and the associated policies and procedures.
- To be responsible and accountable for identifying the risks and implications associated with the requirements of the role and take appropriate action to mitigate potential consequences
- Deliver departmental projects and initiatives as identified in the corporate and departmental plans.
- Lead, manage and motivate staff, apply the staff appraisal and development scheme, one to one performance feedback discussions and ensure that staff attend identified training.
- Monitor service delivery and progress towards targets to ensure standards are met and where possible exceeded.
- Ensure compliance with Health & Safety legislation, policy and procedures; for example, completion of Risk Assessments/ Method Statements and Accident Investigations, ensure the correct number of First Aiders are in the team and promote compliance with mandatory training requirements.
- Effectively manage physical, human and financial resources allocated as your responsibility.

Signed: Date:

Print Name:

Person Specification Surveyor

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Attribute	Detail	Criteria		Application Form	How Identified			Score
		Essential	Desirable		Interview	References	Test	
Skills/Abilities	Good oral and written communication skills and able to give clear instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Ability to work to timescales and priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Have good analytical approach to problem solving and decision making	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Good numeracy and IT literacy skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	To be able to work with detail and deliver accurate, high quality information and where necessary produce reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knowledge	Good knowledge of building construction techniques and working practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Good knowledge of surveying techniques, stock condition, Decent Homes etc	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Good knowledge and proven delivery of Health and Safety procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Good understanding of RDSAP and EPC or willingness to work towards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Experience	Successful record of dealing with customers/tenants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Proven record of success in achieving targets in a performance based environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Proven experience within a public or private building organisation in inspection/surveying/building control role	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Qualifications	City and Guilds / NVQ in a Building / Construction discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	ONC/HNC in Building Studies or equivalent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Energy Performance Certificate Training or willing to work towards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	IT and office based software certificate (ECDL)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Full driving licence (if you have a disability we will explore reasonable adjustments with you)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Attributes/ Circumstances	Flexible and open to change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Professional and customer orientated approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Effective team worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Committed to inclusion, equality and diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Aligned to the aims and values of the Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Committed to Personal and Professional Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Proactive and committed to continuous improvement in service delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	