



JOB DESCRIPTION

POST:	Asset Surveyor
DEPARTMENT:	Investment & Compliance
REPORTING TO:	Asset & Information Manager
RESPONSIBLE FOR:	n/a
GRADE:	6

MAIN JOB PURPOSE:

To undertake a programme of property condition surveys to Babergh and Mid Suffolks housing and corporate stock.

To review the condition of the properties and complete detailed reports on condition with recommendations for improvements and defect resolution.

To deliver a high performing customer centric service.

DUTIES AND RESPONSIBILITIES:

- Assist the Asset & Information Manager in the compilation of detailed property survey programmes.
- Undertake a series of programme surveys to capture up to date stock information and HHSRS data, including making recommendations for property improvement.
- To identify any defects during the survey that would breach statutory and/or regulatory requirements, making recommendations for remedial action, including temporary action until a permanent resolution is implemented.
- Ensure that any defect work identified during the survey is passed to the relevant team for action (Repairs team and/or Programme Team)
- To monitor and ensure that all referred defect resolution work (temporary and permanent) is undertaken and completed in-accordance with required timeframes.
- Ensure data relating to property survey programmes is completed and has been successfully received and uploaded into the Asset database.
- When required due to urgency, undertake ad hoc property surveys.
- Work with the Programme team to assist in the development of effective investment programmes to ensure that funding is targeted at those properties with the highest priority.
- Work with customers and stakeholder to deliver a customer centric service, with high levels of resident satisfaction.
- Provide detailed technical advice and recommendations as required.
- Assist if required, in the procurement of contractors and specialist consultants.

- Liaise with our service users, their representatives, statutory authorities, and contractors.
- Respond to complaints when required in-accordance with procedure and within timescales.
- Respond to all enquiries, including Councillor and MPs in-accordance with required timescales.
- Undertake any other duties as required.

KEY RELATIONSHIPS:

- Working collaboratively with professional teams (internal and external) on projects including Occupational Therapists and other health professionals.
- Working with tenants and their representative groups.

Additional information

- Does this job require a DBS check? **Yes/No**
- This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **Yes/No**
- The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **Yes/No**
- The post will require travel to all customers homes and other sites on a regular basis. **Yes/No**
- The post requires out of hours working whenever elements of the fabric of the councils corporate building malfunction to ensure continuity of service during normal working hours. **Yes/No**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
HND in Building Surveying, or equivalent. Member of RICS, CIOB or equivalent.	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
Demonstrable experience of carrying out surveys to individual properties and internal/external communal areas, within a social housing or a related sector. Demonstrable experience of making recommendations and implementing remedial action to address issues of disrepair. Demonstrable experience of delivering a customer centric service. Demonstrable experience of working with residents to deliver high quality services. Demonstrable experience of producing schedules of work. Demonstrable knowledge of statutory, regulatory, and best practice requirements, including the Decent Homes Standard and the Housing Health and Safety Rating System, Demonstrable knowledge of contract law, building construction and regulations. Demonstrable knowledge of health & safety legislation, including asbestos and CDM requirements.	A/I
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Highly developed numerical and data analytical skills. Excellent IT skills including a good working knowledge of Microsoft office. Excellent verbal and written communication skills. Excellent contract management skills. Excellent project management skills. Highly effective decision maker. Ability to explain complex technical information to colleagues and stakeholders in plain English. Able to analyse data and produce reports. Able to read, analyse and interpret documents, plans, rules & regulations. Methodical and organised approach to planning, implementation and record keeping. Able to work effectively within a multi-disciplined team.	A/I

<p>Able to communicate effectively at all levels in a manner relevant to the audience.</p> <p>Able to build effective relationships with internal and external customers.</p> <p>Able to operate independently representing a specialist area.</p> <p>Able to prioritise conflicting demands when under pressure.</p> <p>Able to consider and show respect for the views and opinions of others.</p> <p>Willingness to undertake training to meet changing needs.</p>	
<p>BEHAVIOURS Behaviours will be tested at interview against the Council's values (further detail below)</p>	
<p>Empowering, valuing and developing our people</p> <p>Valuing our customers</p> <p>Being open and honest</p> <p>Taking ownership</p> <p>Being ambitious</p>	<p>I/TP</p> <p>I/TP</p> <p>I/TP</p> <p>I/TP</p> <p>I/TP</p>
<p>EQUALITY AND DIVERSITY</p>	
<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>	<p>A/I</p>



<p>We empower, value and develop our people to work together as one dynamic and efficient team.</p>	<p>We care about delivering high quality, customer-focused outcomes with our communities and partners.</p>	<p>We are open, transparent and truthful.</p>	<p>We take pride in our work and take responsibility for our actions.</p>	<p>We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.</p>
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