

JOB DESCRIPTION

JOB TITLE:	Stock Condition Surveyor
GRADE:	6
REPORTING TO:	Strategic Assets Officer
RESPONSIBLE FOR:	No Direct Reports

ROLE SUMMARY

To provide a surveying service across the believe, maintaining the accuracy and consistency of asset data for believe housing.

To undertake surveys of domestic properties and associated assets to determine the scope of work required, taking into account stock condition, Housing Health & Safety Rating System and Energy Efficiency.

MAIN DUTIES & RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your annual performance and development review (PDR) process, the points below are a summary of your main duties and responsibilities.

- Ensure that all relevant information is captured and uploaded into the Asset Management System.
- Responsible for the effective collection of data relating to HHSRS and the assessment/rating of stock.
- Responsible for collecting property information in line with survey demands, including void properties in line with programme requirements and operating plans. Ensuring the best use of resources to maximising productivity
- Responsible for diagnosing causes of defects relating to fabric and building failure to domestic dwellings.
- Ensure data accuracy and consider multiple uses of collected data identifying areas for improvement and confirm that the property lists within the Asset Systems are correct with the physical asset, up to date and accurate.
- Assist with gathering property energy assessments information.

- Undertake periodic site inspections and ad hoc surveys as required to ensure that quality standards are achieved.
- Undertake detailed, Condition Surveys, Technical Due Diligence Surveys, Planned Preventative Maintenance Schedules, Dilapidations Surveys and Licences for Alterations Agreements.
- Respond appropriately to emergency survey requests from other areas of the organisation.
- Work cross departmentally to ensure that all systems are aligned (housing management, GIS etc), identifying areas of change or improvement.
- Carry out accurate data input (manual and electronic).
- Ensure appropriate Directorate KPI's are met, such as Decent Homes, HHSRS and Condition Survey Targets.
- Respond to and process customer enquiries, complaints, and claims (telephone and face-to-face) from a range of different contacts (public / contractors / other departments).
- Manage health and safety issues in your area of responsibility.
- Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> HNC Building Studies or equivalent relevant experience coupled with accredited HHSRS Assessor 	<ul style="list-style-type: none"> Evidence of ongoing professional development.
Experience	<ul style="list-style-type: none"> Strong communication skills, both verbally and in writing with the ability to produce good quality written technical reports Can demonstrate previous knowledge of Health & Safety at an operational level as well as knowledge and understanding of Building Regulations and Party Wall issues Demonstrate sound knowledge of the Building Regulations, Disabled Access, Fire, CDM and Health & Safety Legislation Can demonstrate recent experience working in a high quality, VFM housing repairs & maintenance organisation in a surveying role Can demonstrate knowledge and understanding of Asset related performance information collected within believe 	<ul style="list-style-type: none"> Experience of working in a similar role Working with a variety of stakeholders taking feedback on board and using it to influence decisions.
Skills/knowledge	<ul style="list-style-type: none"> Professional manner coupled with a strong customer service ethos Flexible approach to hours worked, coupled with the commitment to see projects through to completion Strong communication skills, both verbally and in writing Effective use of IT and media as appropriate Able to prioritise to achieve realistic targets, and time deadlines 	

	<ul style="list-style-type: none">• The ability to manage own workloads to ensure performance targets achieved.• Well organised; flexible, committed, enthusiastic and innovative.	
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