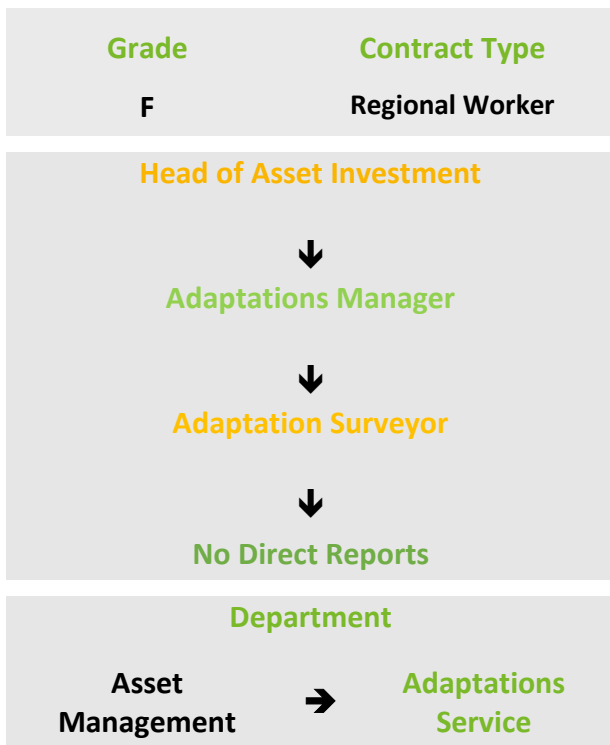


# Adaptations Surveyor



**Role Overview**

Responsible for all aspects of the management of minor and major adaptations.

Review pre-contract design documentation.

Attend pre-start, monitoring works in progress, record progress, handovers.

To provide technical assistance. Ensure compliance with contract documents, construction regulations and best practice.

**This post is subject to a BASIC DBS check**

## RESPONSIBILITIES

- Contribute to the delivery of minor and major adaptations within various Local Authorities
- To work with Occupational Therapists to discuss and advise on feasibility of project.
- To liaise with all persons involved and provide technical advice to ensure the smooth service that is required.
- Participate in the review of pre-contract documentation, attend pre-contract meetings, and highlight future risks.
- To support the customer prior to works commencing and when works are in progress ensuring the customer is kept fully informed with all aspects of the work.

**Our values**



**Honest & Reliable**  
We are authentic, open and dependable; and we do what we say we'll do.



**Caring**  
We show kindness and consideration to our customers and each other.



**Respectful & Fair**  
We listen to people, and strive for equity and inclusivity in all that we do.

- Continuously monitor work on site in accordance with Contractors Method Statements and the Construction Health and Safety Plan. Maintain and issue regular site progress reports and update Adaptations Co-ordinators /Manager accordingly.
- Prepare and attend snagging inspections.
- Certificates of Completion, prepare schedules of defects and ensure they are rectified.
- Undertaking surveys, inspections, defect diagnostics and make recommendations on design.
- Effectively manage site risks including CDM, identify and repo Health & Safety, and to actively promote a safe working environment for all.
- Attend contractor performance meetings /meetings with external stakeholders.
- Work proactively to minimise complaints in the first instance. working closely with contractors to stop complaints escalating and post inspecting on completion.
- Undertake regular site visits on all projects YHG manage and deliver, as well as the projects the Local Authority are manging and delivering.
- Undertake additional duties appropriate to the role and/or grade.
- Prepare and attend snagging inspections.
- Certificates of Completion, prepare schedules of defects and ensure they are rectified.
- Undertaking surveys, inspections, defect diagnostics and make recommendations on design.
- Effectively manage site risks including CDM, identify and repo Health & Safety, and to actively promote a safe working environment for all.

## STRENGTHS

- ✓ Strong interpersonal communication skills
- ✓ Can do attitude focussed on service improvement and value for money.
- ✓ Proficient in the use of IT systems
- ✓ Ability to be effective in a quickly changing environment, and effectively solve problems.
- ✓ Self-motivated with excellent attention to detail

## ESSENTIAL REQUIREMENTS

- ✓ Clear and articulate communication skills, both written & verbal
- ✓ Experience within a technical role.

- ✓ Proven planning, co-ordinating and organisational skills

- ✓ An understanding of building surveying practices

- ✓ Experience of supporting the delivery of adaptations either Housing Association or Local Authority

- ✓ Track record of working with a wide range of partners and stakeholders to achieve business results.

- ✓ Full UK Driving License

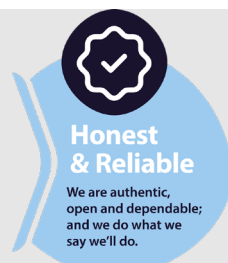
- ✓ Experience of supporting the management or delivery of asset maintenance contracts

- ✓ Use of own vehicle

- ✓ Track record of working with a wide range of partners and stakeholders to achieve business results.

- ✓ Relevant technical qualification (or working towards) e.g. RICS (Royal Institution of Chartered Surveyors) or CIOB (Chartered Institute of Building) accredited HND or degree level qualification

## Our values



Creating more places for people to thrive and be recognised as a sector leading landlord