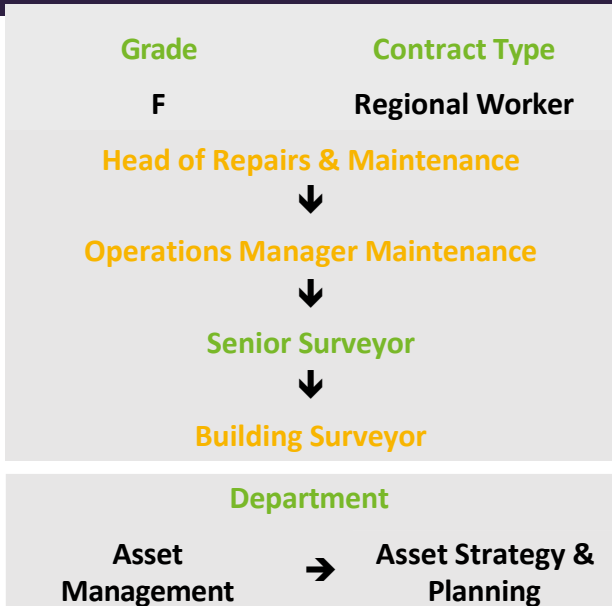


# Building Surveyor



**Role Overview**

**Deliver cost effective and efficient local based property management services, including the management, design, construction, maintenance, repair and refurbishment of Your Housing Group’s domestic and commercial properties.**

**Subject to Basic Disclosure & Barring Service (DBS) Check**

## RESPONSIBILITIES

- Take responsibility for the delivery and management of an efficient and effective building surveying service. This includes undertaking building surveys of vacant and occupied properties to identify defects, produce specifications and schedules of work.
- Support the Senior Surveyor with the effective management of contractors and suppliers, ensuring that repair & maintenance items are undertaken to the correct specification, the right quality on budget and within the required timescales.
- Providing advice and recommendations to support the management of contractors and suppliers, including resolving contract disputes, cost and value management, planning applications, boundary disputes, regulatory compliance and completed works.
- Ensure buildings and works conform to the relevant regulations and technical standards.
- Effectively manage risk, identify, and report any issues/breeches relation to health & safety and to actively promote a safe working environment for all.
- Work proactively to minimise complaints in the first instance. Ensure complaints are responded to & resolved within agreed timescales, working closely with contractors to stop complaints escalating. Feed into lessons learned to help shape and improve the future service delivery to customers based upon their feedback.
- Handling insurance and disrepair claims with expert witness statements and preparation of specifications for remedial works

## 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.

- Ensure Operational Standing Orders are always followed, manage budget within target, contribute to EBITDAS and demonstrate Value for Money.
- Support and ensure key performance targets are met for the service area by working closely with customers, contractors, and internal stakeholders.
- Provide technical knowledge and support to all areas of the business where necessary.
- Undertake additional duties appropriate to the role and/or grade.

## STRENGTHS

- ✓ Strong interpersonal communication skills
- ✓ Can do attitude focused on service improvement and value for money
- ✓ Commercial awareness to understand how this role supports delivery of YHG objectives
- ✓ Proficient in the use of IT systems
- ✓ Ability to be effective in a quickly changing environment, and effectively solve problems
- ✓ Proven planning, coordinating and organisational skill

## ESSENTIAL REQUIREMENTS

- ✓ Good appreciation of professional and project-based building surveying matters
- ✓ Good understanding and management of compliance, health safety and risk
- ✓ GCSE Maths and English (or equivalent)
- ✓ Knowledge of building legislation and maintenance management best practice
- ✓ Track record of working with a wide range of partners and stakeholders to achieve business results

## BENEFICIAL TO THE ROLE

- ✓ Experience of analysing management Information to identify improvements required
- ✓ Experience of supporting the management or delivery of asset maintenance contracts
- ✓ Relevant technical qualification (or working towards) e.g. RICS or CIOB, accredited HND or degree level qualification
- ✓ Awareness of the requirements and regulations facing social housing providers relating to asset management
- ✓ Full UK Driving Licence & use of a vehicle

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