

ROLE PROFILE

Building Surveyor

Grade

F

Contract Type

Regional Worker

Head of Repairs & Maintenance



Operations Manager Maintenance



Building Surveyor



No Direct Reports

Department

**Asset
Management**



**Asset Strategy &
Planning**

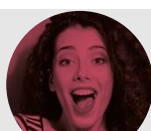
Role Overview

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.

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/breaches 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 in to 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 & Competencies



PASSION



PRIDE



CREATIVITY



ACCOUNTABILITY

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

- Ensure Operational Standing Orders are followed at all times, 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 focussed 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, co-ordinating 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

- ✓ Full UK Driving Licence & use of a vehicle
- ✓ Experience of supporting the management or delivery of asset maintenance contracts
- ✓ 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
- ✓ Awareness of the requirements and regulations facing social housing providers relating to asset management
- ✓ Experience of analysing management Information to identify improvements required