



Job profile

Job title: Assistant Building Surveyor	Responsible to: Surveying Team Leader
Post No:	Salary grade: i £33,512 per annum (during the 6 month probation period) Then £37,236 per annum (upon successful completion of the probation).
Responsible for: N/A	Behaviour level: 1 - All colleagues

Purpose of the job:

As Assistant Building Surveyor, you will be responsible for asset surveys including stock condition surveys, neighbourhood and void surveys, adaptations, and customer alterations, and determining Customer First outcomes whilst ensuring we attain the South Lakes Housing Standard. You will compile reports and specifications for consideration by the Surveying Team Leader.

Take ownership of repairs, you will continually liaise with customers from inception to completion, in line with our 'Customer First' focussed approach, updating CRM cases as they progress.

You will undertake quality inspections of works by the inhouse team and external contractors.

Key accountabilities:

1. To undertake Stock and Component Condition Surveys and accurately record/validate data within the Asset Management System.
2. To undertake surveys and inspections to approve customer requests for alterations and/or adaptations. Preparing reports for the Asset Manager and Surveying Team to enable effective decision making and approving works on completion.
3. To assist the Asset Surveyors, to be accountable for the successful contract management of small remedial works both within timescale and budget, providing Customer First outcomes and high levels of satisfaction.

4. To undertake surveys of void properties and prepare specifications and works orders to refurbish the property to meet the SLH Homes Standard and to undertake all necessary health and safety surveys, inspections and certifications.
5. To undertake surveys for communal and common areas to ensure that they remain compliant and free from defects. Raise works orders for defects and manage the works to completion.
6. To assist the Asset Surveyors, to be accountable for undertaking Compliance and Building Safety Surveys to identify risks and mitigation actions to ensure customers health, safety and wellbeing.
7. To undertake Mutual Exchanges surveys.
8. To liaise, collaborate and communicate with customers and colleagues about surveys and works being undertaken and updating CRM cases.
9. To undertake Neighbourhood Surveys, raising works orders for defects, and accurately record information in the Asset Management System and Neighbourhood Plans.
10. To be a proactive member of the SLH team; continually seeking to improve outcomes and develop your own skills and the performance of the team. You will seek to improve processes and ensure value for money.
11. To ensure that Health, Wellbeing and Safety policies and procedures are adhered to, to deliver effective and safe services and operations.
12. To ensure you work in accordance with legislative, regulatory and financial requirements in relation to your role at all times.
13. To ensure that SLH data is collected, safely and appropriately managed, reported accurately and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to ensure data quality and security.

Person specification

Job title: Assistant Building Surveyor		
Criteria	Essential / Desirable	Method of Assessment
Qualifications		
Royal Institute of Chartered Surveyors (RICS) or Chartered Institute of Building (CIOB) qualification or other relevant construction related qualification	D	AF
Specific technical specialism training/ qualifications/ awareness e.g., health and safety; fire safety; asbestos	D	AF
Evidence of continued professional development	D	AF
Knowledge, skills, and abilities		
An understanding and developed working knowledge of computer systems including Outlook, Excel, Word, and Teams	E	AF
An unwavering commitment to equality, diversity, and inclusion, ensuring this is embedded in the work of SLH	E	AF/I
Understanding of legislative requirements for Asset Management and Building Safety	E	AF/I
Knowledge of the ongoing management of safety in the built environment, with strong knowledge of the application of the Construction (Design and Management) Regulations 2015	D	AF
Ability to plan resources to achieve performance targets and ability to reassess and replan in times of pressure	D	AF
Ability to show initiative and propose solutions to issues identified	E	AF/I
Excellent attention to detail with the ability to work under pressure, deliver to strict deadlines and manage conflicting priorities	E	AF/I
Ability to communicate clearly in writing and orally to customers, management, and colleagues, at all levels and with the ability to produce clear concise reports supported with robust data and analysis	E	AF/I
Proven ability to work in a team and be supportive of others	E	AF/I

Ability to plan own workload to achieve targets and deadlines	E	AF/I
Knowledge of asbestos, legionella, building regulations, fire regulations, health and safety regulations and carrying out risk assessments within a housing environment	D	AF
Willing to attend 'out of office hours' community events / meetings	E	AF
Full driving licence	E	AF
Is a role model to other colleagues in expected professional standards, and in alignment with SLHs shared SLICE values and behaviours	E	I
Experience		
Experience in the building industry, ideally working within a customer focussed housing repair and maintenance or planned works team	E	AF/I
Experience of undertaking property and neighbourhood surveys to assess the condition of components against prescribed standards and assessing its remaining productive lifespan	E	AF/I
Experience of undertaking property surveys to determine the feasibility of proposed alterations and/or incorporation of adaptations	E	AF/I
Experience of writing reports to explain/detail building defects and stating appropriate remedial actions with clear and fully explained reasons for selected solution	D	AF
Experience of producing specifications and schedules of works following surveys	D	AF
Experience of applying the Housing Health and Safety Rating System (HHSRS) to homes and raising appropriate risks and mitigation measures to keep customers safe and maintain their wellbeing	D	AF
Experience of interpreting and applying building regulations and disrepair legislation	D	AF
Experience of risk management and mitigation	E	AF/I
Values and behaviours - <i>It's not just about what we do, we believe it's how we do it too...</i>		
By living our behaviours every day, our colleagues, managers and senior managers are living our shared SLICE values and helping to deliver our vision of Quality Homes, a platform for life: <ul style="list-style-type: none"> • Genuinely care 	E	I

<ul style="list-style-type: none"> • Take responsibility • Have respect • Be adaptable • Work together • Be curious • Make it happen • Always improving 		
	E – Essential D – Desirable	AF – Application form/CV I – Interview ST – Skills test ASS – Psychometric tool e.g., Wave
<p>Please note: No job profile can cover every task which may arise within a role. The post holder will be expected to carry out other duties from time to time which are broadly consistent within this document.</p>		
<p>Role profile prepared by: Director of Assets</p>		
<p>Review date: March 2022</p>		
<p>Location: Will be Bridge Mills Business Centre, Stramongate, Kendal LA9 4BD. South Lakes Housing operates a hybrid working policy.</p>		