

ROLE **PROFILE**

JOB TITLE:	Asset Management Surveyor
REPORTING TO:	Asset Manager
AREA OF RESPONSIBILITY:	Managing Assets
JOB FAMILY:	Asset Management
TEAM:	Assets

JOB OVERVIEW: Working within the Asset team to support the delivery of capital schemes amongst other duties as detailed below.

ABOUT THE ROLE



**FUTURE
FOCUSED**



**WORK
TOGETHER**



**ACT
WITH CARE**



**MAKE A
DIFFERENCE**

We have big plans driven by our priorities and underpinned by our values and principles. We don't focus simply on what we do – how we do it is equally important. It's the way we work.

Your main responsibilities will include:

- To mobilise and deliver schemes to completion from an outline brief sustainable investment projects that have been developed with full engagement and involvement of customers.
- To develop scheme budgets to support strategic business planning purposes and financially manage projects from inception to completion.

- To manage all aspects of and deliver all phases of investment and regeneration projects from inception health and safety and obtaining required planning consents.
- To undertake a variety of stock condition, building surveys, drawings and undertake or arrange required testing and inspection of works.
- To assist in the development of an integrated investment strategy with respect to all planned, responsive and servicing activities.
- To maintain, all aspects of ForHousing obligations with respect to legislative compliance.
- To prepare project briefs, specification, tender documentation, support procurement exercises and undertake stock option appraisals and plan investment programmes to maintain, improve and develop the ForHousing built assets.
- To mobilise and oversee the delivery of projects during the construction phase.
- To analyse asset data and responsive repair information to formulate cost effective repair strategies.
- To be responsible for the integrity of all asset related data and certification from completed projects is populated in a timely manner within ForHousing business systems.
- To help maintain and identify areas of best practice to ensure Void and Responsive Repair costs are within allocated budgets.
- To assist in the development, management and delivery of ForHousing damp strategy.
- To liaise with housing staff, customers and stakeholders on all matters relating to responsive repairs and other servicing activities. To ensure customers and stakeholders priorities are incorporated in repair strategies and methods of delivery.
- To commission or procure consultants and contractors to provide specialist services or reports in accordance with standing orders. To research and obtain specialist advice.
- To ensure regulatory and legislative requirements and good practice is incorporated into repair methodology. To contribute to developing ForHousing repairs policy.
- To assist in the management and delivery of the void process, including inspections, contractor liaison and documentation.

- To assist in the ongoing monitoring and delivery of the repairs service, including contractor liaison, property inspections and documentation.
- To prepare for and engage in operational meetings to provide updates, monitor progress and highlight concerns.
- To carry out surveys, prepare budget estimates, specifications, schedules and bills of quantities or obtain quotations or tenders in accordance with standing orders. To be responsible for budgets and certify payments to contractors.
- To undertake any general surveying duties or project management duties as directed by management.
- To supervise and control repair work carried out to the housing stock and certify accounts for this work.
- To attend as required and facilitate/ support resident group meetings, boards local area panels, focus groups and consultation events. This will require out of hour's, evening and on occasion require weekend working.
- Act as a client link between contractors, consultants and tenants during any works undertaken to ensure that the works are carried out in a manner which represents excellent customer service and supports the vision and values of ForHousing.
- To assist with developing robust performance management arrangements, contribute to good practice and manage preparations for external audits and inspections.
- To be instrumental in facilitating and delivering the Void and Responsive repairs service and process improvements in line with ForHousing corporate objectives.
- Ensure that complaints are dealt with swiftly & effectively on an on-going basis. Ensure that staff/partners learn from complaints and utilise this as a service development tool.
- To provide support and advice in relation to the above for other commercial activities such as external contracts.

- To take a full and active role in the implementation of their own personal development and to participate in the training and development of colleagues.
- To undertake any such additional duties that is commensurate with the level of the post.

WHAT WE ALL NEED TO DO

- To help us achieve our purpose of improving lives, we all live by our four main values: passion, openness, respect and trust.
- We support the organisation to make sure we continue to maintain and even exceed expectations, work to high performance and compliance standards and demonstrate value for money.
- Everyone adheres to data protection regulations ensuring that confidentiality is maintained around access to commercially sensitive or personal information in line with our policies and procedures.
- We thrive in an inclusive environment, where everyone is valued.
- Compliance on all aspects of health, safety and welfare for all staff and customers is paramount to how we work together.
- Everyone undertakes personal development activities which will support you in your job and help you continually innovate and reach your full potential.
- From time to time you may need to undertake other tasks commensurate with your role.

PERSON SPECIFICATION

Person Specification:

Assessment Key: AF = Application Form I = Interview T = Test/Assessment QC = Qualification Certificate

AREA	REQUIREMENT (All criteria are essential unless defined as desirable)	ASSESSED BY:
------	---	--------------



<p>Qualifications and Training</p>	<ul style="list-style-type: none"> Working towards or obtained a HNC, HND in Building, Building Surveying or appropriate equivalent Be able to demonstrate working knowledge and experience of computers Must hold a full current driving licence Be a member of/or working towards becoming a full member of an appropriate construction related professional body ie CIOB, RICS, CIBSE (desirable) Have a degree in Building Surveying, Building Services, Surveying or equivalent. (Desirable) 	<p>AF/QC</p> <p>AF/I</p> <p>AF/QC</p> <p>AF/QC</p> <p>AF</p>
<p>Experience and knowledge</p>	<ul style="list-style-type: none"> Experience of the use of Microsoft office software, in particular Outlook, Word, Excel and Access Have knowledge of CDM regulations and their application Extensive knowledge of building maintenance and repair issues. Have an understanding of building services' installations in domestic properties Be able to carry out detailed surveys and inspections and produce specifications, schedules of work and tender documentation based on these surveys Have strong skills relating to financial control and monitoring of budgets. Possess good organisational skills. Possess good communication skills. Have a high degree of analytical skills and the ability to synthesise information to produce strategic investment plans. Should be able to work as part of a team. Should have experience of managing building or building service related improvement work or maintenance projects to domestic dwellings. Experience within a social housing. Have formal qualifications that allow the post holder to produce SAP surveys and or Energy Performance Certificates. (desirable) Have formal construction related health and safety qualifications (desirable) Have formal qualifications that allow the post holder to undertake asbestos surveys such as P402 certification (desirable) Have experience and knowledge of damp related issues and how to resolve. (desirable) 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>



	<ul style="list-style-type: none"> • Have experience and knowledge of Structural related issues and how to resolve. (desirable) • Have an understanding of fire safety and Institute of fire engineers qualification (desirable) 	AF/I AF/I
Skills and abilities	<ul style="list-style-type: none"> • Evidence accuracy and attention to detail • Able to use initiative • Able to survey, plan and draw up contract documents. • Able to select suitable contractors on criteria such as quality and cost. • Able to manage construction projects from inception to completion 	AF/I AF/I AF/I AF/I AF/I
Personal qualities	<ul style="list-style-type: none"> • Able to work as an enthusiastic and flexible team member, contributing to a wide range of corporate challenges • A strong commitment to high quality customer service • Adapts positively to change • Adopts a flexible approach to the requirements of the job • Ability to work collaboratively with others to deliver high quality services to our customers • Have high standards of professionalism with respect to work 	AF/I AF/I AF/I AF/I AF/I AF/I
Other		

YOU'RE THE **DIFFERENCE**



Prepared March 2021

Improving lives for all



forhousing.co.uk

ForHousing 