

## JOB DESCRIPTION

<b>Post Title:</b> Stock Condition Surveyor	<b>Director/Service/Sector:</b> Housing, Place & Regeneration	<b>Office Use</b>
<b>Grade:</b> 7	<b>Workplace:</b> Blyth Civic Centre, Blyth	JE ref:4514 HRMS ref:
<b>Responsible to:</b> Building Surveyor	<b>Date:</b> December 2024	
<p><b>Job Purpose:</b>            To carry out building surveys and a rolling programme of stock condition surveys to identify priorities linked to an overall Asset Strategy for the Council's housing portfolio.            To evaluate and document the physical condition of properties and their assets by conducting detailed inspections to assess the state of a property's structural components, systems and amenities.            To investigate, report on and provide detailed remedial action on building defects whilst maintaining excellent communications with the tenants and officers within the Council.            To ensure assets and homes are maintained to an agreed standard, influencing a customer focused programme of works.            To support the Housing Capital team on a range of investment and development schemes, and wider Housing Service to deliver a quality service to its stakeholders.            To support the Building Surveyor in ensuring statutory compliance is maintained and areas of non-compliance are identified and rectified.</p> <p><b>The Role:</b>            The main role will be to carry out Stock Condition Surveys including HHSRS Surveys in accordance with the Council's requirements and computer software packages designed for this purpose.            The Stock Condition Surveyor will be expected to find tenants details on internal computer systems, send out letters, phone tenants, confirm survey appointments, carry out surveys and report the findings on a mobile device.            Occasionally other duties will be carried out which will include various types of other property surveys, defect analysis and property reports.            Occasional other duties relevant to the grade can include clerk of works and project officer duties, producing schedules of works and other administrative and construction related tasks.            Will be required to work from the office to carry out administrative duties associated with the role and attend meetings. Administrative tasks can generally be carried out working from home if preferred including some virtual meetings.            Start and finishing times will be during normal working hours, however some earlier or later finishes will be necessary to accommodate some tenants and leaseholders.            It will generally be left to the Stock Condition Surveyor to plan their daily work schedule, although this can change depending on departmental priorities, other types of survey and inspection requests and line manager instructions.            The Stock Condition Surveyor will be expected to plan the most efficient use of time and distance to carry out the surveys countywide.            Working from height and in confined spaces in all weather conditions will be a daily requirement.            Will be required to carry out several surveys each day and this will be an ongoing process. The property addresses or property types to be surveyed will generally be provided by a line manager.            Traveling by car, carrying a surveyor's ladder and other surveying equipment to several properties each day including fully accessing loft spaces and providing Stock Condition Surveys and HHSRS Surveys is a daily requirement.</p>		
<b>Resources</b>	Staff	Postholder will have no line management responsibilities however there may be onsite supervision of specialist contractors and council trade operatives
	Finance	Contributing to the efficient and effective running of the programme and projects team, responsible for significant budgets >£1m
	Physical	Maintain and operate key programme and project systems
	Clients	Ensure compliance with relevant legislation, council policies and procedures.
<b>Duties and key result areas:</b>		

1. Carry out a rolling programme of stock condition surveys and assist in identify emerging priorities linked to an overall Asset Management Strategy for the Council's housing portfolio.
2. Carry out one off building surveys to investigate and report on potential defects. To include advice and specifications for effective repair methods of defects identified.
3. Coordinate intrusive work as required to allow a more detailed building survey to be completed.
4. Provide related advice to Project Officers and Project Managers throughout the course of all major improvement projects and provide specification advice when required.
5. Provide survey expertise and support to other teams within the Council by undertaking visits to properties to survey and diagnose building defects and provide reports to the team managers with recommendations for remedial repairs.
6. Investigate and report on Housing Disrepair Claims, and any associated recommended remedial actions required. Liaise with the Council's legal representatives when required.
7. Identify and assess any potential risks and hazards to health and safety from deficiencies within the Council's portfolio using the Housing Health and Safety Rating System and promote a positive culture of HHSRS in terms of awareness and reporting throughout Housing and provide advice when required.
8. Carry out property condition surveys and associated repairs estimates on potential acquisitions.
9. Support the Building Surveyor to inform future investment programmes and ensuring effective preparation of the capital programme to maintain properties to an agreed standard and within agreed funding levels.
10. Collect, collate and analyse information and data, as appropriate, to inform and support decision making.
11. Contribute to developing best practice in design and technical standards across the Council, including sustainability, energy efficiency, housing standards and participation in relevant consortia as appropriate.
12. Contribute to developing and implementing relevant policies, practices and procedures to ensure a consistent approach throughout the wider Housing service.
13. Maintain high levels of tenant satisfaction throughout projects and during the work of contractors. Reviewing performance and assist in identifying and implementing service improvements.
14. Ensure effective liaison with residents, internal teams, consultants and Members and represent the service at meetings, committees and seminars and participating in task groups as required.
15. Work in partnership with other Council Teams to review and change specifications based on performance reviews.
16. Work collaboratively to ensure VFM in terms of both supply and ongoing maintenance.
17. Assist in providing briefs for feasibility studies and cost check exercises for projects for possible inclusion in future investment programmes.
18. Support managers in the wider business to identify opportunities and facilitate improvements in organisational efficiency.
19. Act as an ambassador for the Council at all times and actively promote and represent the interests of the Council in relation to service activities and policies at local, regional and national level as appropriate.
20. Develop and maintain positive collaborative relationships with all relevant internal and external stakeholders and partners to ensure the successful delivery and implementation of projects within deadlines.
21. Develop and maintain appropriate work records to the required service standard, observing data protection, privacy and confidentiality rules and procedures.
22. Establish and follow best practice in risk management, including safeguarding, throughout the Service.

23. Ensure that the council's management/behaviour standards are followed and ensure compliance with policies and procedures.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:

Will involve daily travel to sites, area offices and training venues throughout the County and further afield on occasions.

Working patterns:

Normal office hours but flexi-hours may apply if colleagues provide cover. Possible attendance at evening meetings and earlier or later property inspections to accommodate some tenants and leaseholders.

Working conditions:

Mainly mobile working traveling to different areas visiting occupied and unoccupied dwellings, building sites and working at height with some office-based activities.

Very high exposure to disagreeable and unpleasant working conditions.

Agile working and working from home will be expected within this role.

## PERSON SPECIFICATION

<b>Post Title:</b> Stock Condition Surveyor	<b>Director/Service/Sector:</b> Housing, Place & Regeneration	Ref: 4514
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<p>Minimum of a Level 4 qualification in Building Surveying or suitable equivalent construction related subject.</p> <p>To have or be prepared to work towards a qualification to become a HHSRS Practitioner.</p> <p>Significant experience in a related technical surveying role.</p> <p>In-depth knowledge of Building Construction.</p> <p>Working knowledge of building and planning regulations.</p> <p>Knowledge of relevant policies, procedures, trends, developments and best practice within social housing.</p> <p>Commercial awareness and understanding of the relationship between costs, quality, customer care and performance.</p> <p>Evidence of continued professional development and willingness to learn new techniques and continue to attend training courses as and when required/directed.</p> <p>Awareness and understanding of Regulatory Standards, for example Decent Homes, The Home Standard, The Social Housing White Paper, Housing Health and Safety Rating System (HHSRS).</p> <p>Knowledge of building maintenance &amp; housing management issues.</p> <p>Knowledge of contract management.</p> <p>Knowledge of basic budgeting &amp; financial procedures.</p>	<p>Level 5 qualification in Building Surveying or suitable equivalent construction related subject.</p> <p>Relevant experience as a surveyor for a housing organisation or local authority.</p> <p>Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.</p> <p>UKATA Asbestos Awareness certification.</p> <p>Asbestos related qualification.</p> <p>Clear understanding of the CDM Regulations 2015 with specific knowledge as to the various roles and responsibilities.</p> <p>Housing Health and Safety Rating System Certification.</p> <p>Property Care Association Damp and Timber Surveying Qualification</p>	(a)(i)
<b>Experience</b>		
<p>Recent experience in a relevant context.</p> <p>Experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work situations.</p> <p>An evidenced track record as a successful Stock Condition Surveyor.</p> <p>Experience in developing and maintaining excellent collaborative relationships with all relevant internal and external stakeholders.</p> <p>Experience of contract administration.</p> <p>Experience of working with contractors and members of the public.</p>	<p>Recent and relevant experience in social housing.</p> <p>Experience in the public sector.</p> <p>Experience in a particular relevant specialist area.</p> <p>Experience of working in a multi-disciplinary environment</p> <p>Experience in disrepair claims surveys and report writing.</p> <p>Experience in managing small projects and performance to successfully achieve agreed plans and set objectives.</p> <p>Experience of addressing meetings and resident groups.</p>	(a)(i)(r)

<p>Clear understanding of the needs of customers particularly those who are more vulnerable or disadvantaged or from hard-to-reach groups such as ethnic minorities.</p>	<p>Experience of implementing and monitoring safe systems of work to comply with health and safety regulations and council related policies.</p> <p>Relevant experience designing and drafting policies, procedures and other technical documents</p>	
<p><b>Skills and competencies</b></p>		
<p>IT skills, with competence in using Microsoft software packages, and able to effectively use ITC to achieve work objectives.</p> <p>Excellent analytical, reasoning and planning skills.</p> <p>Prepares written, verbal and other media to best professional standards.</p> <p>Effectively expresses views using appropriate means depending upon the audience.</p> <p>Persistence in applying a methodical approach to problem solving and root cause analysis.</p> <p>Proven record of excellent people skills, including good communication and interpersonal skills.</p> <p>Is an effective advocate for the service both internally and externally.</p> <p>Maintains a professional demeanour in stressful and difficult situations.</p> <p>Good negotiation and communication skills and able to persuade others to adopt an alternative point of view.</p> <p>Able to work independently and to take initiative.</p> <p>Innovative and able to explore and develop new ideas.</p> <p>Work effectively with people from a variety of backgrounds and working with customers.</p> <p>Ability to prioritise work under pressure and produce effective results on time and within targets.</p> <p>Commitment to delivering quality services.</p>	<p>Experience of working with shared drives and platforms (for example Google Drive, Office 365)</p>	<p>(a)(i)(r)</p>
<p><b>Physical, mental and emotional demands</b></p>		
<p>Ability to travel to several sites each day and carry out surveys as an ongoing process.</p> <p>Must be able to work outside in all weather conditions.</p> <p>Must be able to transport and carry a surveyor's ladder and other surveying equipment at the same time from a vehicle to a property and carry the ladder upstairs to fully access loft spaces to identify defects.</p> <p>Needs to work from a seated position with the need to walk, bend or carry and use the Council's equipment such as steps, ladders and diagnostic equipment.</p>		<p>(a)(i)(r)</p>

<p>Needs to be able to physically access areas within the housing stock to enable visual inspections for example access loft spaces and scaffolding.</p> <p>Needs to maintain general awareness with lengthy periods of enhanced concentration.</p> <p>Frequent contact with public/clients in dispute with the County Council.</p> <p>Ability to remain poised under all circumstances and to interact effectively with people in a positive manner that engenders confidence and trust.</p> <p>Frequent exposure to working outdoors including visiting building sites, unoccupied/occupied properties, working at height, ladders and confined spaces.</p> <p>Visits to poorly lit and empty buildings.</p> <p>Ability to manage a varied workload based on changing priorities.</p> <p>Ability to reason logically and make sound decisions considering alternative and diverse perspectives.</p>		
<p><b>Motivation</b></p>		
<p>A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.</p> <p>Dependable, reliable and keeps good time.</p> <p>Models and encourages high standards of honesty, integrity, openness, and respect for others.</p> <p>Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued.</p> <p>Proactive and achievement orientated.</p> <p>Able to work with little direct supervision.</p> <p>Open and enquiring mind, interest in new techniques.</p> <p>Able to manage changing priorities</p>		(a)(i)(r)
<p><b>Other</b></p>		
<p>Able to meet transport requirements of the post. Must have own vehicle.</p> <p>Must have a valid Driving Licence.</p> <p>Understand the need for discretion and confidentiality.</p> <p>Promoting equality and diversity in all aspects of employment and service delivery.</p> <p>Ability to work from home.</p>		(a)(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

