



ASSETS DIRECTORATE

JOB DESCRIPTION

Post Title	Assets Surveyor
Salary Scale	£ 24,626 per annum rising to £ 27,362 per annum following successful probationary period plus Essential Car User Allowance

Main Purpose of Job	To principally carry out stock condition and infrastructure surveying requirements within the Asset Management Directorate to ensure good and cost effective management of our properties.
Reporting responsibility	The post holder will be accountable to the Asset Manager.
Responsible for	<p>To deliver high quality investment and surveying services that respond to customer, organisational and financial needs.</p> <p>To implement the delivery of the SLH Asset Management Strategy 2018-2023.</p> <p>To comply with the Association's Health and Safety Policy, reporting any matters of concern to the Asset Manager and ensuring compliance with Health & Safety legislation.</p>

1. Main Duties and Responsibilities of the role:

A summary of duties includes:

Establishing and delivering an annual programme of stock and infrastructure condition surveys to all areas within SLH responsibility including but not limited to:-

- Internal and external areas of tenanted and void social housing properties
- Communal block areas
- Garages
- Shops

- Footpaths
- Land

All survey data will be captured using a handheld device on site and automatically input to Keystone asset management system.

Surveys will be carried out in line with statutory requirements relating to asbestos, legionella, damp, fire risk and energy performance.

Surveys must identify building defects, latent defects, fire risks & asbestos risks along with the specification of make safe and/or remedial works where required.

Surveys must identify housing health and safety rating system (HHSRS) related issued and be accurately and appropriately recorded including suitable risk scores.

Surveys will be carried out with a strong awareness of modern and traditional building methods and component lifecycle profiling.

Liaise with the Assets Data Analyst to ensure that the Asset Management System contains up to date and accurate stock condition information.

Provide information to the Asset Manager to assist with compiling annual investment programmes and specify any urgent works arising from surveys in line with SLH policy and procedures.

Review asbestos surveys and specify any appropriate work required in line with SLH asbestos policies and procedures.

Pre and post inspect properties where a tenant or leaseholder has requested to carry out their own alterations or improvements and grant/deny permission according to SLH policy.

Assist the Building Surveyor where required with estate management related enquiries including boundary issues, lease renewals, commercial assets and liaise with appropriate teams to provide technical support where necessary.

To maintain procedures for responding quickly and effectively to complaints and enquiries from all stakeholders.

To comply with the duties and responsibilities under the Health and safety at Work etc Act 1974: South Lakes Housing Health and Safety policy and procedures, Codes of Safe Working Practice, current Risk Assessments and COSHH regulations.

Whilst this job description attempts to cover the main duties and responsibilities of the post, it is not exhaustive. The post holder is therefore expected to undertake any other reasonable duties within their capacity and the scope of the post as specified by the Asset Manager.

Conditions of Service:

- The Post holder will be expected to comply with the SLH's Code of Conduct for Employees.
- Equal Opportunities - SLH aims to be an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. SLH condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.
- Comply with the relevant duties and responsibilities under the Health & Safety Work etc. Act 1974. The Management of Health and Safety at Work Regulations 1999 (as amended) All relevant Codes of Safe Working Practice, policies and other health and safety information relevant to your Services area of work. The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.
- All employees must have due regard to the SLH's current Management Arrangements for Data Quality. All employees have a responsibility to ensure that the data they collect, manage and report, including data from third parties is accurate, valid, reliable, relevant, complete and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to provide quality data.
- The post-holder will be based in Kendal.
- The post-holder will be required to travel throughout the district and have use of a car.

Job Description drawn up by: - Asset Manager
Date: - September 2019

2. Person Specification: Assets Surveyor

Ideally candidates will be able to fulfil the majority of the criteria outlined below

E = Essential **D = Desirable**

1	Education and qualification	
A	Able to demonstrate a competent level of numeracy and literacy to the equivalent of English and Maths GCSE,	E
B	HNC/HND in building construction or equivalent through experience or qualification in a role-related subject.	D
C	Specific technical specialism training/qualifications/awareness e.g. health and safety; fire risk assessment; DDA requirements; legionella testing, renewable energy	D

2	Job Knowledge/Experience	
A	Knowledge of building diagnosis and fault-finding experience.	E
B	A broad knowledge of construction.	E
C	Knowledge of Health and Safety legislation pertaining to the construction industry.	E
D	Knowledge of the Regulatory Reform (Fire Safety) Order 2005.	E
E	Knowledge of Management of Asbestos legislation.	E
F	Dealing with customers and other outside agencies.	E
F	CIOB / CIH / RICS / Equivalent qualification in property surveying.	D
G	Knowledge of CDM and HHSRS.	D
H	Knowledge of legislation, regulations and procedures governing Social Housing.	D
I	Working knowledge of residential property, housing legislation, working in occupied buildings, building regulations (particular ref to parts A, L, M and P) and conservation consent and TPO management	D
J	Experience of working at a similar level within an RSL, local or public authority, or private practice in a related function.	E
K	Experience in dealing with the delivery of repairs and maintenance service provided to residential property.	D
L	Experience of using Keystone asset management system.	D

3	Job Skills	
A	Excellent communication skills, written, IT, verbal and presentation.	E
B	Familiarity with and competence in the use of IT systems including MS Excel and MS Word.	E
C	Excellent building and services defects diagnosis skills.	E
D	You are a 'self-starter', reliable and can be trusted to deliver to and plan your own work effectively in line with the team plan.	E
E	Experience of successful co-ordination of technical and professional staff and consultants.	E
F	Organised and methodical approach to your work.	E
G	Experience of successful co-ordination of technical and professional staff and consultants.	D

4	Personal Attributes	
A	Positive commitment to the goals and aims of the organisation.	E
B	Ability to prioritise own resources in a changing environment.	E
C	Ability to meet performance targets.	E
D	Co-ordination and persuasive skills exhibited.	E
E	Tenacity, strong task ownership capabilities.	E
F	Completer finisher skills exhibited.	E
G	Ability to empower individuals within the team in order to build their capability and decision making.	D
H	Capability to develop towards other related roles within the Asset Management team.	D

5	Other Requirements	
A	This role requires regular daily travel away from the base location and will require driving to achieve this. A valid driving licence and use of an appropriate vehicle is a requirement of this role.	E
B	Willingness to work outside core hours as necessary in order to deliver key tasks and programs.	D

Please return all completed application forms by noon on Thursday 31st October 2019 to:

HR@southlakeshousing.co.uk