

HAIG HOUSING TRUST

JOB DESCRIPTION

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| JOB DESCRIPTION: | Senior Surveyor |
| REPORTS TO: | Property Services Director |
| REPORTING TO JOB HOLDER: | Surveyors |

PURPOSE OF THE JOB

1. To be responsible for the management of the internal surveyors and supervision of the work undertaken on behalf of the Trust by specialist consultants.
2. To provide professional technical and practical building surveying services for the Trust in relation to its property assets, ensuring that all property related data is accurate and current.
3. Within the resources available, to procure, manage and deliver to budget and time the Trust's major works, planned and improvement programme in accordance with the Trust's policies, procedures and timescales so that value for money is achieved, all health & safety, legal and statutory obligations are met.
4. To ensure that tenants receive a customer focussed service and are involved in planned and major repair programmes in accordance with the Trust's policies and procedures.
5. To advise the Property Services Director about operational efficiencies and provide support in maximising and monitoring performance.
6. To provide the Property Services Director with regular reports on all programmed works and improvement budgets to ensure annual budget is spent according to plan.
7. To monitor and review the stock database and ensure the Trust's asset management strategy is maintained to the appropriate standard.
8. To ensure that accurate and timely data including asset management, property, budgetary and performance data is accurately recorded and reported, and that corrective action is initiated in areas of own responsibility.
9. Collaborate with the Property Services Manager in the delivery of property maintenance to the Trust's property portfolio.

PRINCIPAL ACCOUNTABILITIES

1. Provide technical support and hold regular technical consultation with internal and external surveyors as well as specialist consultants.
2. Ensure pre and post inspection regime of responsive repair and major works are in place.
3. Plan and deliver planned works projects to ensure that good quality, value for money works are delivered to the right buildings, at the optimum time.

4. Work collaboratively with internal and external stakeholders to ensure delivery is compliant with contracts, specifications and schedule of rates.
5. Manage contractors' performance delivering building works at a project level including H&S, quality, value and progress.
6. To ensure that decision-making and variations are fully documented.
7. To make sure that projects are administered effectively and that contractors are monitored and managed robustly.
8. To monitor and report progress and expenditure on all projects.
9. To provide workload delivery, financial and contractor performance data.
10. To lead on the procurement of voids and planned works.
11. To produce, maintain and update specifications for work to be delivered.
12. To ensure timely investigation and response to complaints
13. To discharge all regulatory and procedural H&S obligations and ensure that actions identified in risk assessments are appropriately prioritised and completed and relevant systems updated.

PERSON SPECIFICATION

1. RICS qualification in building surveying is required together with a minimum of five years' experience in a similar role.
2. Excellent knowledge of buildings built in the early 20th century.
3. Excellent knowledge of relevant legislation, building regulation, standards and ability to manage Health & Safety during a project.
4. Ability to survey and specify required works, or where necessary manage an internal surveying team and external consultants.
5. Ability to diagnose and specify remedies to building defects such as damp and structural defects.
6. Understanding of maintenance services within social housing sector (responsive, empty homes, planned, cyclical and compliance).
7. Excellent standards of customer care and the ability to deliver accurate and clear communications in writing, face to face or by telephone.
8. Successful track record of delivering building surveying services and management of substantial work programmes in a similar environment.
9. Ability to provide survey reports, interpret and challenge other specialists' reports.
10. Experience of preparing and evaluating tender documents.
11. Good IT skills and know ledge of Microsoft Office, housing and property management systems.