



Job Description

Post:	Building Surveyor
Directorate:	Technical Resources
Team:	Repairs Team
Grade:	PO2
Responsible to:	Head of Repairs
Responsible for:	N/A

Purpose of Job

Undertake all building surveying related activities on a defined patch.

Work as a team to ensure that all properties are safe, warm, dry and comply with requirements.

Deliver a fast, efficient, value for money repair service that achieves consistently high levels of resident satisfaction.

Monitor stock condition and recommend improvements.

Main Duties and Responsibilities

Services delivery

- Be responsible for the smooth running of surveying activities on a defined patch including:
 - Assisting with the management of contracts
 - Supervising contractors and the co-ordinating multiple trades
 - Managing a delegated budget
 - Undertaking surveys to diagnose cause and remedial action required
 - Carrying out site visits to ensure works progress in line with expectations
 - Preparing technical reports, detailed specifications and scheme design drawings
 - Implementing robust quality control measures including post-inspections
 - Managing the diagnosis, specification, ordering, completion and payment of works
 - Scrutinising and authorising of variations and invoices
 - Undertaking feasibility studies, option appraisals and budget estimates
 - Ensuring that targets are met and works are completed to time and budget
 - Updating and engaging with residents in a timely, considerate and courteous manner

- Assisting with the management of legal cases

Procurement and contract management

- Ensure that contractors perform in line with expectation, and that any areas of weakness are addressed
- Assist with the procurement of works and services
- Prepare schedules and contract conditions for contracts
- To keep abreast of all procedural, legislative, good practice and current professional standards as they relate to the building / maintenance surveying function.

Record keeping

- Maintain records and information in accordance with the organisation's policies and procedures, relevant legislation and best practice guidelines
- Maintain, update and improve Poplar HARCA's asset database
- Audit and validate data regularly

Monitoring and reporting

- Monitor and report on the quality of services provided by contractors
- Develop and maintain sound financial systems in line with Poplar HARCA's policies and procedures
- Prepare reports for managers, Committees and Estate Boards

Technical guidance and advice

- Provide technical advice, support and practical assistance to the Repairs Team, Asset Compliance Team, Asset Investment Team and other Poplar HARCA staff
- Work closely with other Building Surveyors to ensure that surveying services are always covered and to assist with the smooth running of all surveying related schemes
- Represent Poplar HARCA at a variety of meetings

General

- Deal with, and respond to, all repair related enquiries, correspondence and complaints
- Keep up to date with developments in legislation and best practice, including new technologies
- Work with staff from across the organisation to resolve problems and improve services
- Adopt a "health and safety first" approach to all activities including risk assessment and mitigation
- Perform other duties as may be reasonably required by your line manager
- Conduct yourself in line with Poplar HARCA's policies, procedures, rules and standards
- Undertake out of hours work as required

Person Specification

Post: Building Surveyor

Grade: PO2

Team: Repairs Team

Directorate: Technical Resources

All criteria are essential unless stated otherwise.

Requirements	Criteria
1. Qualifications/ Training	a. HNC or equivalent experience in appropriate disciplines.
2. Skills	a. Able to organise, plan and deliver the surveying work plan b. Able to manage financial and contractual controls c. Able to use initiative and manage workloads d. Able update, monitor and analyse data e. Effective communication f. Able to influence, negotiate and persuade g. Intermediate IT skills including MS Word, Excel and Outlook h. Ability to achieve deadlines in a high-pressure environment
3. Experience	a. Demonstrable surveying experience or similar role within the built environment b. Managing and advising on repair cases and queries c. Managing and delivering schemes of work d. Preparing and delivering work plans to target and budgets e. Experience of managing health and safety on sites
4. Knowledge	a. Knowledge of construction industry procedures and legislative frameworks b. Knowledge of best practice in surveying c. Awareness of the needs of deprived, diverse communities
5. Key Competencies	a. Putting others first b. Achieving Results c. Open to change d. Informed and informing e. Personal Progress f. Partnership Working g. Problem Solving