

Post: Trainee Surveyor

Grade: Scale 6

Directorate: Technical Resources

Responsible to: Head of Repairs

Team: Repairs

Responsible for: -

Purpose

The Trainee Surveyor will help to ensure that all homes are warm, safe, dry, and meet regulatory standards. They will also help to deliver a service that is efficient, cost-effective, and resident focussed.

Working alongside an experienced team, the Trainee Surveyor will assist with all building surveying activities including inspection, specification, and contract administration. A structured three-year programme will support the post-holder to meet the requirements of the CIOB Professional Review.

Main duties & responsibilities

Property inspection

- Survey homes to ensure they meet safety and quality standards
- Participate in Estate Inspections

Specifying and managing works

- Diagnose building defects and plan remedial actions
- Manage repairs in line with the organisation's policies, procedures and obligations
- Procure and manage works, ensuring timely and effective resolution
- Monitor and supervise works on site
- Liaise with all stakeholders to ensure that works are completed efficiently
- Implement quality control measures and carry out post-inspections
- Scrutinize variation orders and invoices
- Ensure that works comply with health & safety requirements, mitigating any risks

Customer care

- Provide caring, respectful, and timely responses to all contacts
- Support customers, taking time to properly understand their needs

Record keeping and monitoring

- Maintain accurate records in line with Poplar HARCA's policies and procedures
- Maintain, update and improve Poplar HARCA's asset database

Training & development

Follow a structured development programme to build skills and experience in building surveying.

General

- Promote a positive image of Poplar HARCA

- Prioritize health and safety in all activities
- Perform other duties as required by managers
- Undertake out-of-hours work and travel
- Keep up to date with legislation and best practices
- Follow Poplar HARCA's standards of conduct and behaviour

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All criteria are essential unless stated otherwise.

Qualifications & education	<ul style="list-style-type: none"> a. Degree in a relevant building related subject b. Commitment to undertake training
Skills	<p>Can:</p> <ul style="list-style-type: none"> a. communicate accurately, clearly and concisely b. use initiative to manage workload and personal development c. use, interpret and communicate numerical information d. use Microsoft Word, Excel and Outlook effectively e. update, monitor and analyse data
Experience	<p>Has:</p> <ul style="list-style-type: none"> a. worked in the housing and/or construction sectors (desirable) b. achieved demanding performance targets or goals
Knowledge	<ul style="list-style-type: none"> a. construction industry procedures and best practice b. the service implications of working in diverse communities
Key competencies	<ul style="list-style-type: none"> a. achieving results b. informed and informing c. open to change d. partnership working e. personal progress f. problem solving g. putting others first