



Job Title:	Assets Surveyor
Grade:	Grade 8
Section:	Assets
Reports to:	Senior Assets Surveyor
Responsible for:	None

The Job

Is to:

- provide professional building surveying expertise and technical surveying guidance on building architecture, fabric and associated infrastructure along with specialist advice on defects, determining significant repairs, replacements and/or upgrades across the portfolio;
- be a key member of the assets team as part of the organisation's surveying team to develop and deliver future capital investment programmes ensuring the stock is kept in good condition and meets business needs now and in the future and;
- develop large scale capital investment projects to meet the asset management strategic plan, business plan and stock condition survey outcomes in support of the corporate aims and objectives.

The Bigger Picture

You will:

- proactively contribute towards team objectives and ensure best practice techniques and technology are being adopted;
- assist with the delivery of strategies, plans, property interventions and carrying out all building surveying related functions;
- provide technical input to asset management plans to maintain records and inform ongoing investment decisions;
- actively ensure buildings and infrastructure are maintained and operated in accordance with such agreed standards providing solutions on technical issues;
- provide detailed property intervention information to support delivery of programmes of work, ensuring they are completed to agreed specifications, such as damp, fire, disrepair, structural to maintain health and longevity of all WDHs portfolio;
- where required report on works being carried out and completed on behalf of WDH to ensure work being carried out is to design, specification and expected quality standards, which will achieve longevity of investment and warranties;
- carry out pre and post inspections as required;

- provide information on proposed projects to assist in the preparation of feasibility to determine project viability for discussion management;
- recommend changes for development of process, procedure and initiatives to promote continuous service delivery and ensure objectives and standards are achieved across the service provision
- produce detailed scope of works for capital investment projects and planned maintenance programmes in order to effectively deliver the organisations Asset Management Strategic Plan;
- provided information to management on development and improved service delivery in respect to Value for Money, Compliance, Legislation and Best Practice;
- assist Surveying Team with the overall development of strategies and business plans for WDH;
- promote a positive culture around performance, scrutiny and challenge to effectively manage all assets; and
- undertake any other duties commensurate with the overall purpose of the job and grade.

The Day to Day

You will:

- utilised detailed knowledge of domestic construction techniques provide fault identification and diagnostic report specifying remedial work programmes including damp, mould and condensation;
- carryout stock condition surveys and any required surveys including HHSRS as required to inform investment planning and meet objectives set out in WDH Asset Management Strategic Plan and the Regulator of Social Housing;
- survey properties to establish and prioritise maintenance and investment programmes. Prepare specifications and schedules of works for quotation and tender purposes across WDH portfolio;
- prioritise work in line with programmed works and urgency in order to provide relevant contract information on time and to update the asset register based on stock condition outcomes;
- work with the Assets and Surveying Teams to identify and develop capital projects in line with approved reinvestment programmes to meet stakeholders requirements and support the planning of capital investment programme;
- ensure that all requests for home improvements and associated technical or asset enquiries are effectively managed within agreed performance levels, and processed in line with procedure, review and report on KPI's and address any under performance;
- assist in emergency situations to allow decisions within area of expertise;
- provide technical and planning advice/support to all areas of the business on matters relating to the building surveying of WDH portfolio as required;
- ensure that the WDH approved Systems are updated accurately including Asset Management System (AMS) currently PIMSS as required to ensure component information is accurate to support the business;
- assist when required on home improvement appeals by liaising with Management;

- proactively use specialist knowledge, expertise and experience to evaluate often technically complex and conflicting information, exploring all possible solutions and presenting well-reasoned options and recommendations.
- have good working knowledge of Planning and Building Regulations, CDM Regulations and Party Wall Legislation, applying this in day-to-day operations and support surveyors in the application of this.
- attend meetings and liaise with local planning and building control where required, ensuring necessary permissions are obtained and evidenced;
- plan and manage day to day allocated workload area/project, to maximise service quality, efficiency and continuity;
- advise on areas of improvement to service delivery in accordance with legislative changes and good practice to support operational services, promote joint working and co-operation on all projects and programmes of work to mitigate risk;
- provide detailed reports, information and advice to assist WDH in meeting business plan objectives, delivering promises made to tenants and achieving active asset management;
- actively adopt and promote good professional networking to achieve better understanding of stakeholder's roles and prevent breakdown of communication in cases of conflict of interest;
- assist in the development of systems to ensure that mechanisms exist to enable all stakeholders, including staff and tenants, to be fully consulted whilst developing programmes, systems or new ways of working / new initiatives and policies; and
- adopt and promote health and safety awareness to ensure safe working environments in accordance with the WDH health and safety policies and procedures and undertake risk assessments as required.

Personal Contacts:

Internal: Employees at all levels of the organisation

External: Wakefield Council, Tenants, Contractors, Partners, Specialist Consultants, other agencies, managers and officers, statutory, non-statutory agencies including other RSLs, local authorities, health trusts voluntary and private agencies, government departments, agencies and regulators, tenant and resident organisations

The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post. WDH principles reflect behaviour patterns which distinguish highly effective performance in a role. There are nine behavioural indicators which are split into three principles; Determination, Nous and Attitude and these are often referred to as DNA.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Qualifications and Training			
A construction related qualification such as, HNC, CIOB or Diploma in Asset Management or Level 4 of the Framework for Higher Education Qualification	✓		AF / CQ
IOSH Managing Safely qualification or willingness to works towards	✓		AF / CQ
Assoc RICS Status or willingness to work towards		✓	AF / CQ

Determination			
Negotiation and persuasion skills with the ability to influence change in others.	✓		AF / I
Advisory and problem-solving skills.	✓		AF / I
Ability to prioritise own workload and work to deadlines without direct supervision.	✓		AF / I
A confident, independent and effective decision maker	✓		AF / I

Nous			
Knowledge of CDM regulations and construction related issues.	✓		AF / I
Experience of developing large scale property, reinvestment programme and building compliance programmes	✓		AF / I
Experience of undertaking residential building surveys providing fault identification and specify diagnostic remedial works	✓		AF / I
Have the knowledge and ability to identify and report on insurance – fire/flood, damp, condensation and mould.	✓		AF / I
Knowledge and experience of surveying: structural defects, stock condition and HHSRS (Housing Health and Safety Rating System)	✓		AF / I
Knowledge of planning and building control processes and procedures	✓		AF / I

Knowledge and practical experience of using IT as analytical and management tools.	✓		AF / I
Understanding of the work and service provision of a large multi skilled workforce.		✓	AF / I

Attitude			
Evidence of effective communication skills with employees, managers, tenants, and stakeholders.	✓		AF / I
Evidence of continuous professional development in the property field	✓		AF / I
Experience of working within a customer focused environment.	✓		AF / I
Ability to deliver high standards of customer service	✓		AF / I

Additional Requirements of the Job			
The post holder must hold a valid UK driving licence and have daily access to a vehicle to travel throughout the district.	✓		AF / CQ
The post holder may be required to work outside normal office hours on occasion.		✓	I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification