

ROLE DESCRIPTION: Building Surveyor - Repairs/Voids	
Reports to: Head of Contract Management	Responsible for: None
Role purpose:	
To provide a professional housing surveying service, all technical aspects of the repair, maintenance, improvement and re-servicing of all HA owned, managed and leased stock in accordance with IDS policies and procedures, assisting IDS to provide an effective responsive repair and planned maintenance service for the organisation. Carrying out a variety of surveys including maintenance repairs, voids, disrepair and Damp, mould and condensation surveys, producing robust reports including technical specifications.	
Key Responsibilities	
<ul style="list-style-type: none"> • Work within agreed budgets and cost controls, ensuring adherence with financial procedures at all times. • Produce reports and other information as required in line with statutory, regulatory and policy requirements. • Provide technical reports, appraisals, measurement, costings and estimates as required. This will be general repairs, voids, Disrepair and damp and mould inspections. • Undertake surveys and prepare schedules and any contract specification documents. Amend existing documents to reflect any changes or enhancements to the existing repairs service as directed. • Issue warning/default notices, enforce liquidated damages and issue variation orders as required. • Under the direction of the Team Leader/Repairs Manager monitor, supervise and control the repairs service and ensure compliance with any contracts or service level agreements. • Ascertain, report on and take mitigating action, as required, for known risks associated with the repairs service including any potential failure of any compliance related activity, this may require carrying out 'desk top' reviews of Fire Risk Assessments, Lifts, LGSR's, Electrical TI's, ACM's, Legionella. 	

- Regularly inspect the quality of workmanship in accordance with the agreed standard specifications of work as directed and ensure that all call backs are completed in a timely fashion based on priority and risk.
- Support with managing of orders within the repairs management system and IT systems.
- Deliver value for money and make best use of resources to deliver the best outcomes.
- Deliver operational excellence, driving continuous improvement and innovation.
- Ensure that risks within the directorate's activities are identified, removed or minimised

Additional Information

1. To promote the values of IDS at all times and demonstrate a high level of commitment to diversity and inclusion.
2. To ensure the principle of confidentiality and the requirements of the Data Protection Act and GDPR are fully applied to the work of IDS
3. To actively promote Health and Safety in all aspects of your duties relating to colleagues, customers, contractors/ consultants and external agencies.
4. To be aware of risk in the area of business for which the role holder is responsible and to report any risk to the appropriate person in accordance with risk management.

Please note

This is the description of the job as it is constituted at the date shown. It can not cover every issue or task that may arise within the post at various times and the postholder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

IDS reserves the right to periodically review the job profiles in line with strategic organisational aims. This will be conducted by the appropriate line manager in consultation with the postholder with aim of reaching agreement where possible.

Any job description provided to you by the organisation will not form part of your contract of employment unless specified otherwise.

Values

The Industrial Dwellings Society have identified 3 key behaviours and values which should be demonstrated by all IDS employees.

Trust acting as One Team being Agile

PERSON SPECIFICATION: Building Surveyor - Repairs/Voids

Experience and qualifications:

- Minimum of Degree or HND/HNC in Surveying/construction or equivalent and relevant work experience, and evidence of continuing professional development.
- Previous Housing Association Experience.
- Having worked on Refurbishment and Capital Works
- Previously experience as a surveyor or RICS/CIOB/MCIOB
- Experience of working in partnership with internal (and external) stakeholders to deliver excellence.
- Extensive experience of property maintenance work, preferably gained within housing, which has included undertaking, managing contracts and performance, property inspection, diagnosing common property defects and supervising the work of construction contractors and consultants. Specification and detailed of work requirements.

Knowledge:

- Knowledge of the relevant regulatory and statutory standards / regulations. HHSRS, Section 11, EPA Claims.
- A sound knowledge and understanding of the common types of procurement routes for obtaining maintenance works.
- A sound knowledge and understanding of traditional and modern construction practices and there use in housing.
- A sound knowledge of forms of building contracts common in maintenance
- Knowledge of the Building Regulations, British Standards, Approved Codes of Practice, CDM regulations, health & safety legislation, Regulatory Framework for Social Housing and standard forms of building contract.
- Understanding of relevant governance practices and issues
- Strong understanding of building pathology

Skills:

- Excellent interpersonal and negotiating skills.
- The ability to draft tender documents/specification/schedules of works obtain and manage works.
- Excellent record keeping skills (ability to accurately & clearly record information as well as maintain organised and efficient systems).
- Ability to use judgement and take ownership of decision making.
- Ability to deliver services in line with service level agreements or service standards.
- Ability to interpret, analyse and produce relevant management information.
- Ability to manage risks and make sound judgements, whilst not being risk adverse.
- Good level of written, presentation and interpersonal communication skills
- Ability to manage budgets and operate tight budgetary control.
- Full, valid driving licence
- Good IT skills (intermediate Word, Outlook & Excel)

Attributes:

- Transparent and open, acting with integrity and able to build high levels of trust
- Champions innovation and encourages ideas.
- Collaborative and inclusive
- Strong commitment to and thorough understanding of diversity/safeguarding issues with respect to the employment of staff and the provision of housing and support services.
- Able to work flexible hours, including evening meetings