

Building Surveyor

**Salary – PO3 £35411 - £38296
(23/24 pay award pending)**

We have an exciting new opportunity for a Building Surveyor within our Asset Management Team. Based in Shrewsbury, but with travel across the county to the Bridgnorth and Oswestry areas, you will provide a professional qualified and comprehensive surveying and technical service to include advice on energy efficiency measures, repairs and maintenance.

You will carry out building inspections providing a technical assessment and advice regarding repairs and improvements and undertake minor works surveys and managing the technical workload from initial inspection to completion, to meet STAR's performance targets.

The ideal candidate will have strong knowledge of technical legislation and building law such as Building Regulations, British Standards, CDM 2015, planning permission, lawful developments and the Party Wall 1996 Act.

Who are Shropshire Town and Rural Housing?

We are an Arm's Length Management Organisation with responsibility for the management of all 3995 Shropshire Council owned homes in the Oswestry & Bridgnorth areas. We put the needs of our residents at the centre of how we deliver our services, in line with our vision, **"listening to our residents, together we create quality homes and vibrant communities"**

What will you get in return?

- Up to 33 days annual leave per year, plus bank holidays
- Access to Local Government Pension Scheme (employer contribution rate of 19%)
- Hybrid Working Policy
- Employee Benefits Portal, including the introduction of a salary sacrifice car scheme
- Wellbeing Support Package, which includes access to top counselling and physiotherapy services
- Training and development opportunities

For an informal discussion please contact Helen Williams, Planned Maintenance & Sustainability Manager on 07807 664334 or Tom Forty, Operations Director on 07972 727522.

Please send your completed application form to jobvacancies@starhousing.org.uk

Closing dates for application: 9.00am, Monday 17th July 2023

Interviews week commencing 24th July 2023

Job Description

1a. Details of Post

Title: Building Surveyor

Post Number: TBC

Grade and SCP: PO3, SCP29 – 32

Reports to: Asset Manager

1. Level & Purpose of Post

The post holder will be responsible to the Asset Manager who is in turn responsible for the post holder's health and safety, training and development.

The post holder will be a member of the Asset Management Team to support the development and delivery of Shropshire Towns and Rural Housing Ltd, visions, values and strategic objectives

You will provide a professional qualified and comprehensive surveying and technical service to include advice on energy efficiency measures, repairs and maintenance.

You will work with customers and other stakeholders to implement business objectives and targets to ensure that overall corporate objectives are met in accordance with good practice and legislative requirements. You will communicate effectively the business objectives and targets for the service and assist in working towards ensuring that they are met.

2. Main Duties/ Key Responsibilities

The post holder will be responsible for:

- Carry out building inspections providing a technical assessment and advice regarding repairs and improvements.
- Undertake minor works surveys.

- Monitor the deterioration or defects of a property and offering advice on repair work and producing repair schedules for colleagues/external contractors.
- Strong knowledge of technical legislation and building law such as Building Regulations, British standards, CDM 2015, planning permission, lawful developments and the Party Wall 1996 Act.
- To manage the technical workload from initial inspection to completion, to meet performance targets set by the organisation.
- To work with the team to develop a customer orientated culture, ensuring that audit checks are made on a selection of actions initiated to conform the client has received a satisfactory service and develop and maintain protocols and partnerships working with other agencies.
- To provide technical information and monitoring reports as required and be able to analyse information and recommend action where necessary.
- To agree timetables, works programmes and remedial action with builders/contractors and keep accurate records.
- Clearly explain the remit of the service to a range of clients and other professionals as appropriate.
- Ensure accurate records both paper and electronic are maintained to evidence compliance with the service specification, commissioner requirements and internal and external key performance indicators, forming part of our continued performance programme and ensuring confidentiality at all times.
- To ensure that correspondence and comprehensible file notes on all contacts with or about the clients are kept on file and that file notes are factual and free from personal opinions and where appropriate, are clearly identified as confidential.
- To engage proactively with the groups health and safety procedures, including those relating to gas servicing, asbestos and legionella and implement the our Health and Safety policy, ensuring that all practices and procedures are undertaken in accordance with providing a healthy and safe working environment for staff and clients.
- Liaise promptly with colleagues, partner agencies and other stakeholders regarding safeguarding, welfare and risk concerns in accordance with our policy.
- Participate in and actively promote and market the service to a wide range of individuals, groups, associations, stakeholders and partners.

- To participate in reviewing and improving policies, procedures and IT systems to make services more efficient and effective.

These duties are illustrative and not exhaustive. The post will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Organisation and changes affecting the workforce.

3. Performance & Customer Focus

The post holder will ensure that they:

- Adopt a customer focused approach when delivering their service, ensuring engagement with service users and maintenance of an appropriate personal profile
- Act as an advocate for their service and work collaboratively with colleagues and partners and other stakeholders to meet the needs of the people they serve
- Meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of STAR Housing
- Work with colleagues to meet the team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of STAR Housing corporate and service objectives.
- Meet the behaviours and competencies expected by STAR Housing in the way in which they achieve their objectives and carry out their work

4. Conditions of Service

The conditions of service are those laid down by STAR Housing, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

- a) The post is based at The Spruce Building, Shrewsbury, however a Hybrid Working Policy is in place.

- b) This post is subject to the following:
- The post is Permanent for 37 hours per week.
 - Occasional evening work may be required.
 - The post is subject to the organisations' Annualised Hours Scheme.
- c) This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.
- d) Annual leave entitlement is 28 days per year, rising to 33 days after 5 years' service, two of which need to be held for Christmas Closure's. In addition, staff receive statutory bank holidays and a concessionary day at Christmas is given at the Company's discretion.
- e) The appointment is subject to two months' notice in writing on either side.
- f) The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.
- g) Smoking is not allowed in STAR Housing buildings, vehicles or in any STAR Housing places of work.
- h) It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on STAR Housing business at the rate of 45 pence per mile.
- i) The post may require attendance at meetings and events outside normal working hours, therefore a flexible working pattern within the hours for the post will be necessary.

5. Pre-employment Requirements

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form.

Person Specification Building Surveyor

Attributes	Essential (E)	Desirable (D)	Method of Assessment A – application form, S – scenario, I – interview, T – test, P – portfolio
Qualifications (or equivalent skills)	<ul style="list-style-type: none"> A relevant professional qualification e.g. HNC in Surveying, Building Services, Construction Management or similar (E) 		Documents
Specialist Knowledge	<ul style="list-style-type: none"> Able to demonstrate understanding of issues relating to refurbishment, in particular affecting domestic properties (E) 		A & I
Skills	<ul style="list-style-type: none"> Understanding of Health and Safety requirements (E) Knowledge of relevant legislation and able to anticipate and plan for future changes in legislation (D) Able to work effectively with colleagues from a range of backgrounds (E) Ability to develop employees and maximise their skills (E) Able to analyse data effectively to oversee performance, identify trends and ensure timely corrective action is taken (E) Understanding of Decent Homes Standards and HHSRS (E) Project Management (D) 		A, & I
Performance	<ul style="list-style-type: none"> Experience of monitoring the delivery of programmes of work including contractors and consultants and taking corrective action at an early stage (E) 		

	<ul style="list-style-type: none"> • Knowledge of performance management (E) • Experience of target setting, and performance measurement in their area (E) • Ability to provide challenging feedback sensitively and constructively to improve performance outcomes (D) • Proven record of setting challenging but achievable targets for themselves whilst performing well against those targets (D) • Able to embed and instil performance ethos in team members to deliver performance outcomes (D) 	A & I
Leadership	<ul style="list-style-type: none"> • Ability to provide visible leadership and direction (D) • Ability to develop and empower others appropriately using a range of motivational skills (D) • Open, approachable, facilitative and persuasive (E) • Leads by example, inspires confidence and respect (E) 	A & I