

## Job Description

<b>Job Title:</b>	<b>Trainee/Assistant Building Surveyor</b>
<b>Reporting to:</b>	Senior Surveyor
<b>Department:</b>	Asset Management and Investment
<b>Direct Reports:</b>	N/A
<b>Budget:</b>	N/A
<b>JD date reviewed:</b>	July 2023
<b>Job Level:</b>	Trainee: 12, Assistant: 13

### Job Purpose

To undertake the surveying function within Asset Management. Carry out stock condition surveys, undertaking EPC and any property related surveys required, to contribute to the development of comprehensive and accurate stock condition information and support the short- and long-term asset management planning and the wider Property Services team.

### Key Strategic Responsibilities

- Maximise the integrity of Eastlight's asset data to ensure the efficient investment in our homes and broader assets

### Key Functional Responsibilities

#### For Trainee Role

- To be responsible for the completion of surveys on all property assets including occupied, void, and commercial properties, garages communal areas and open spaces as required
- Ensure survey results are accurately recorded in the asset management system, in a timely manner, using handheld data capture equipment
- Be responsible for the delivery of the survey programme to agreed targets and timescales, providing regular updates on progress to the Senior Surveyor
- To collate and record any potential hazards as described in Housing Act 2004, Housing Health and Safety Rating System (HHSRS) that need to be addressed (e.g., security issues, damp and mould growth, excess heat/cold and potential structural issues), decent homes or any future relevant standards
- To see all remedial works through to completion, post inspect and update stock data accordingly
- Assist Senior Surveyor in the design and implementation of all types of Asset surveys
- Carry out energy rating surveys of properties, Maintain excellent communication with customers
- Assist when require Assistant Building Surveyor/Building Surveyor on inspections

#### For Assistant Building Surveyor role in addition to Trainee role

- Completion of Mutual Exchange and Right to buy inspections
- Completion of Damp and Condensation surveys (intrusive where required) to properly identify causation and make recommendations for remediation

- Assist Building Surveyors in undertaking Building Surveys in workstreams; Boundary inspections, Disrepair, Complaints, Disposals, Landlord Consent, Structural inspections alongside Adhoc projects

**For Building Surveyors in addition to Trainee/Assistant role**

- Completion of structural surveys and management of a third-party structural engineer to properly identify causation and make recommendations for remediation
- Manage, monitor and progress insurance claims, including third party liability and property claims and to carry out inspections and investigations in relation to any insurance claims
- Undertake property inspections relating to Landlord's consent and provide technical knowledge to make / refuse decisions
- To complete Energy Performance Certificates on Energy Performance Certificates and energy data capture to inform Asset Database. To carry out retrofit assessments where required
- Utilise energy assessment and analysis software to assist in developing roadmaps for EPC C and Net Carbon Zero targets
- Identify products and technologies for driving energy efficiency and carbon reduction to help meet Retrofit targets
- Carry out investigations relating to disrepair claims. Manage a caseload of disrepair claims, including the legal process
- Carry out other building surveys to Eastlight assets as required

Person Specification	
Education & qualifications	<p><b>For Building Surveyor all are essential</b></p> <ul style="list-style-type: none"> <li>• HNC/HND in Building Surveying or Building Studies / Construction or equivalent</li> <li>• CIOB/RICS membership or working towards this membership</li> <li>• Domestic Energy Assessor and Retrofit Assessor qualified</li> <li>• Evidence of Continuing professional development</li> </ul>
	<p><b>For Assistant Surveyor one of below required</b></p> <ul style="list-style-type: none"> <li>• HNC/HND in Building Surveying or Building Studies / Construction or equivalent</li> <li>• Domestic Energy Assessor and Retrofit Assessor qualified</li> </ul> <p><b>For Trainee Role</b></p> <ul style="list-style-type: none"> <li>• GCSE levels 9-4 in Maths and English or demonstratable level of numeracy and literacy skills</li> <li>• Construction Knowledge and understanding of surveying</li> </ul>
Experience	<p><b>For Building Surveyor appointments – all are essential.</b></p> <ul style="list-style-type: none"> <li>• Proven surveying experience and exceptional surveying skills</li> <li>• Good, current experience of defect identification, causation, and mitigation</li> <li>• Recent, knowledge and experience of managing structural and Damp &amp; condensation surveying projects, including the management of third-party engineers</li> </ul> <p><b>For Assistant Building Surveyor appointment – all of trainee are also essential.</b></p> <ul style="list-style-type: none"> <li>• Good, current experience of undertaking stock condition and related surveys, including HHSRS &amp; HFFHH surveys</li> <li>• Good, current experience of undertaking Inspections</li> </ul> <p><b>For Trainee appointment and willingness to develop.</b></p> <ul style="list-style-type: none"> <li>• Recent, experience of providing excellent customer care</li> <li>• Good, current experience of being a team player</li> <li>• Recent, experience of working in social housing</li> <li>• Good, current experience of providing and support to a team</li> <li>• Successful, recent experience of working to deadlines and working unsupervised to a high standard</li> <li>• Good current, experience of dealing with members of the public, including effective and successful handling of difficult situations</li> </ul>
Knowledge and Skills	<p><b>For Building Surveyor appointments – all are essential.</b></p> <p><b>For Trainee/Assistant appointments must be willing to work towards gaining this knowledge and skills</b></p>

- Recent, knowledge and understanding of relevant construction / health and safety legislation and regulations
- Recent, knowledge of stock condition and related surveys, including HHSRS & HFFHH surveys
- A responsive constructive and flexible attitude towards working arrangements within a team environment
- Demonstrate ability and commitment to customer care
- A commitment to seek new ways of working to achieve continuous improvement. Strong communication skills
- Good IT skills including using Microsoft packages and report writing skills
- Knowledge of stock condition databases
- A commitment to seek new ways of working to achieve continuous improvement
- Ability to prioritise and work to deadlines
- Work on own initiative and part of a team
- Good Interpersonal skills
- Demonstrate ability and commitment to customer care
- Knowledge and ability to collect and process data held in asset management databases
- Good Organisational Skills, gained in a similar role
- Ability to prioritise and work to deadlines
- Work on own initiative and part of a team
- Strong written and oral communication skills
- Good numerical and analytical skills
- Strong IT skills including databases and spreadsheets
- Inquisitive, Enthusiastic, punctual, dependable and reliable
- Must have a current UK driving license and use of a car