

Job Description

Job Title:	Building Surveyor
Reporting to:	Surveying Manager
Directorate:	Property
Direct Reports:	N/A
Budget:	N/A
JD date reviewed:	July 2026
Job Level:	14

Job Purpose

Maximise the integrity of Eastlights asset data to ensure the efficient investment in our homes and broader assets.

Key Strategic Responsibilities

- To carry out a surveying service including the following:
- Stock condition surveys on all Eastlights habitable and non-habitable assets including residential property, offices, commercial buildings and plant in line with the Asset Management Strategy, including validation surveys
- Completion of Damp and Condensation surveys (intrusive where required) to properly identify causation and make recommendations for remediation
- Completion of structural and building surveys, including management of a third-party structural engineers, to properly identify causation and make recommendations for remediation
- Undertake property inspections relating to Landlord's consent and provide technical knowledge to make / refuse decisions
- Carry out investigations relating to disrepair claims. Manage a caseload of disrepair claims, including the legal process
- Energy Performance Certificates on habitable assets
- Retrofit Assessments to support delivery of Retrofit Programmes
- Complete Housing Health and Safety Rating System (HHSRS) assessments to identify any risks within our homes
- Completion of Damp and Condensation surveys (intrusive where required) to properly identify causation and make recommendations for remediation
- Completion of structural surveys and management of a third-party structural engineer to properly identify causation and make recommendations for remediation
- Undertake property inspections relating to Landlord's consent and provide technical knowledge to make / refuse decisions
- To carry out stock condition surveys on all Eastlights habitable and non-habitable assets including residential property, offices, commercial buildings and plant
- To complete Energy Performance Certificates and energy data capture to inform Keystone and SAVA systems. To carry out retrofit assessments where required

- 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
- To complete Housing Health and Safety Rating System (HHSRS) assessments to identify any risks within our homes

Key Functional Responsibilities

- Completion of Damp and Condensation surveys (intrusive where required) to properly identify causation and make recommendations for remediation
- 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
- Specify and tender remedial works to remedy building defects including damp, condensation and structural works as required. Ensure Eastlights standing orders are complied with
- Undertake property inspections relating to Landlord's consent and provide technical knowledge to make / refuse decisions
- To carry out stock condition surveys on all of Eastlights habitable and non-habitable assets including residential property, offices, commercial buildings and plant, including validation surveys
- To complete Energy Performance Certificates on Energy Performance Certificates and energy data capture to inform Keystone and SAVA systems. 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
- To complete Housing Health and Safety Rating System (HHSRS) assessments to identify any risks within our homes
- Maintain excellent communication with customers

Person Specification	
Education & qualifications	• HNC/HND in Building Surveying or Building Studies / Construction or equivalent / or demonstrable experience • Willing to work towards obtaining Domestic Energy Assessor and Retrofit Assessor qualification • Evidence of Continuing professional development
Experience	• Proven surveying experience and exceptional surveying skills • Experience of working in social housing environment • Experience of defect identification, causation and mitigation • Knowledge and experience of managing structural and Damp & condensation surveying projects, including the management of third-party engineers
Knowledge and Skills	• Knowledge and understanding of relevant construction / health and safety legislation and regulations, including knowledge of the Housing Health and Safety Rating System (HHSRS) • 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 • Proven strong communication skills • Proven IT skills including using Microsoft packages and report writing skills • Competent using Microsoft packages and report writing skills • A commitment to seek new ways of working to achieve continuous improvement • Must have a current UK driving license and use of a car