

GREENWICH COUNCIL

JOB DESCRIPTION

DIRECTORATE: HOUSING SERVICES

SECTION: DISABILITY & HOME IMPROVEMENT SERVICE GRADE: P04

DESIGNATION: Building Surveyor

REPORTING TO: Senior Building Surveyor

Purpose of Job:

To be responsible to the Senior Building Surveyor for;

The delivery of building surveying and project management services in relation to the functions of the Disability & Home Improvement Service.

Main Duties:

1. Advising and consulting regarding options in relation to the repair and maintenance, renovation, improvement and adaptation of buildings [primarily residential]. To advise on Council policy in relation to disabled adaptations, private sector renewal, empty properties, repairs and maintenance, handyperson services and any other associated services. Also, to advise on assistance that may be available via other organisations, such as Central Government or energy providers.
2. To manage and prioritise an allocated caseload, identifying and reducing/managing risks, exploring the most effective method of progressing cases and co-ordinating with other stakeholders, as appropriate.
3. To carry out the full range of building surveying tasks associated with the identification, design, specification and implementation of building and associated works to primarily residential properties. Such tasks shall include, but need not be limited to; undertaking condition and measured surveys; preparation of drawings using computer aided design [CAD]; preparation of schedules and specifications of works; preparing bills of quantities and contract documentation; undertaking the procurement of maintenance and building works; administering works on-site; resolving final accounts.
4. Undertaking project management and professional building surveying duties in relation to multiple schemes; to act as the client's agent; undertake feasibility studies; develop project briefs, programmes and expenditure profiles; prepare and maintain project risk registers; monitor and report on project finances and expenditure profiles; undertake duties under the Construction [Design & Management] Regulations and Building Safety Act; act as the Principal Designer; carry out Contract Administrator duties; undertake party wall matters.

5. To procure contractors to undertake construction, repair and maintenance and building adaptation works in accordance with current Council Contract Standing Orders and departmental procedures. To assist with the preparation of tendering and contract procurement documentation in relation to single and two stage tendered contracts, measured term contracts, framework agreements and contracts relating to major projects.
6. To liaise with statutory, professional and other bodies so as to ensure that all relevant legal requirements are met. Such bodies may include, but need not be limited to; Local Planning Authority; Building Control Body, Health & Safety Executive; Statutory Utilities, Transport For London; Local Fire Brigade; party wall surveyor[s] and the like.
7. To liaise with all parties to the project or prospective project; external designers, specialists and consultants; officers of the Council; any person with a property interest and facilitate joint working as required.
8. Commission specialist services and reports in relation to proposed works. These may include, but need not be limited to, reports prepared by; structural engineer; asbestos survey/removal specialist; fire engineer; sound test specialist; access consultant; occupational therapist; drainage engineer; arborist; services engineer and to evaluate such specialist reports and act on such advice accordingly.
9. To engage and instruct specialist services and external suppliers and manufacturers of specialist equipment for people with disabilities and to ensure that any installation meets the needs of the service user[s].
10. To ensure that procedures to combat fraud are fully implemented.
11. To prepare written and verbal reports on areas in relation to the post holder's responsibility. To assist with correspondence, complaints and enquiries, in particular from elected members, MPs, senior officers, residents and members of the public.
12. To make good and proper use of the Council IT systems, entering and retrieving information accurately and appropriately. To maintain current accurate files and records of all casework and other projects using computerised ordering, recording and project management systems.
13. To participate in the development and implementation of policy and procedures, identifying areas for improvement and making recommendations as appropriate.
14. To maintain continuing professional development, keeping up-to-date on developments in construction, products, services, legislation, regulations and other matters relevant to the post holder's area of responsibility.
15. To contribute to staff induction and training.
16. To assist with the organisation and attend and/or conduct meetings, conferences, training/information sessions and presentations as required.

17. To carry out all duties with due regard to the provisions of Health and Safety Regulations and in line with the Council's Equal Opportunities and Customer Care Policies and the New Technology Agreement.
18. To ensure that good relations are maintained with all associated departments and organisations, organising and attending regular meetings and responding to requests for information and complaints promptly.
19. To ensure that effective cover arrangements are maintained for the post holder's workload in their absence and to provide cover within any area of the team, commensurate with the post holder's level of responsibility and to provide advice and support to all team members if requested.
20. To respect the responsibilities, practice and roles of professionals and practitioners within the multi-agency environment.
21. To deputise for the Senior Building Surveyor and Assistant Senior Building Surveyor as required. To undertake any other duties and activities commensurate with the level and general nature of the duties of the post, including reporting any identified matters requiring action by other Council officers.
22. This post requires a basic DBS check and will be supported by safer Recruitment Tools

Designation of the Post to which the post holder normally reports to: Senior Building Surveyor

Person Specification:

Job Title	Disability and Home Improvement Surveyor
Grade	PO4
Service/Section	Disability and Home Improvement Team
Directorate	Housing

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
Knowledge		
Detailed knowledge and understanding of construction techniques in relation to domestic dwellings	AF/I	E
A working knowledge of current building regulations, codes of practice, British standards and health & safety legislation in relation to building construction	AF/I	E

Skills and Abilities		
Experience and ability to identify defects in relation to all forms of construction in domestic dwellings (including general building work, plumbing, electrical systems) and ability to identify appropriate remedies.	AF/I	E
Ability to carry out measured site surveys produce specifications and drawings	AF/I/T	D
Ability to effectively carry out the duties of contract administrator, including financial control of contracts	AF/I	E
Ability to apply advanced problem solving skills to the design and specification of complex disabled adaptations	I/T	D
Ability to communicate complex issues effectively with clients and colleagues, both verbally and in writing.	I	D
Commitment to the delivery of high quality services to vulnerable people	I	D
An understanding of the housing problems faced by people with disabilities	I	D
Ability to write letters and reports	I	D
Ability to input and interrogate computerised systems	I	D
Current full driving license and willingness to use own vehicle for work visits	I	D
Experience		
MRICS or MCIQB preferred, or HNC, ACIOB, or equivalent with extensive relevant experience	AF/I	E
Or		
Substantial relevant experience		
Extensive experience of supervising building contractors on site	AF/I	E
Equality, Diversity and Inclusion		
Understanding of and commitment to the Council's Equality Policy, Equality and Diversity Statement, and Equality and Equity Objectives 2024 – 2028, and the ability to put these into practice in the context of this post.	AF/I	E
Managers/Supervisors only		

<i>(see management standards guidance for full descriptions)</i> • Leadership levels I, II or III • Communication levels I, II or III • Performance Management levels I, II or III	AF/I	
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