

ROLE DESCRIPTION

JOB TITLE	POST NUMBER
Building Surveying Technician Apprentice	To be confirmed
DIRECTORATE	LOCATION
Community Services	Wealden District Council offices, Hailsham
GRADE	OTHER ALLOWANCES
WDC1	Casual Car User
KEY WORKING RELATIONSHIPS	INTERNAL/EXTERNAL
<p>Who will I be working with?</p> <p>How will I be interacting with others?</p>	<p>Internal: Director of Community, Head of Housing, Property Services Manager, Tenancy and Estates Manager, Home Energy Efficiency Officer, Senior Climate Change and Asset Surveyor, Contract Officers, Void Surveyor, Asset Technician and Employees</p> <p>External: Members of the Public, Officers of other Local Authorities, Consultants, Contractors, Tenant and Leaseholder groups.</p> <p>Face to face, inspections of properties and estates, telephone communication, written inspection reports, letters and emails.</p> <p>Meetings with consultants, contractors, officers, resident groups.</p>

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STATUTORY RESPONSIBILITIES/LEVEL OF ACCOUNTABILITY

What am I accountable for?

The post holder is responsible for and takes ownership to ensure that they meet the learning requirements of the apprenticeship attending college days and completing required coursework and exams

The post holder is responsible for integrating with the Property Services Team to develop their knowledge and skills

The post holder is responsible for representing the Council in a professional manner

What are the consequences for me or the council?

Failure to pass apprenticeship
Reputational risk to the Council

This covers JE Criteria D (Accountability)

DECISION MAKING AUTHORITY (INDEPENDENCE)

What actions can I take independently?

Learning and research that will complement formal training and develop their understanding of the professional role.

As the post holder develops they will be given the opportunity and responsibility to progress to undertaking building condition surveys independently as well as inspecting and auditing day to day repairs.

When do I need to involve others?

This apprentice will require close supervision until trained and competent. Support from other members of the team will be available when required.

JOB PURPOSE (COMPLEXITY)

Why does this job exist?

To develop a competent officer who will support and assist the Property Services Team in inspecting properties for the development of programmes of work,

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including decarbonisation, management and validation of stock condition and compliance.

How does it contribute to the Council overall?

The Council's vision for the future is to promote early talent and apprenticeship opportunities. This role supports the Council's 'Grown our Own' Strategy and provides resilience and succession planning.

ROLE RESPONSIBILITIES

What are the most important things I will be doing?

- (1) Undertake the Building Surveying Technician Level 3 Apprenticeship and any other relevant training in order to provide support to the Property Services Team
- (2) Assisting with Surveys: Participating in building surveys, gathering data, and creating reports.
- (3) Technical Analysis: Analysing building designs, assessing structural integrity, and identifying potential issues.
- (4) Project Management: Helping with project planning, cost estimation, and managing schedules.
- (5) Compliance: Ensuring compliance with building regulations, health and safety standards, and other legal requirements.
- (6) Documentation: Creating detailed reports, drawings, and other documentation related to building surveys and projects.
- (7) Site Visits: Conducting site inspections, observing construction processes, and ensuring quality control.

What other activities will I be responsible for?

- (1) To abide by the Council's Equal Opportunity Policy which makes a commitment to promote equal opportunities and race equality at Wealden
- (2) To act in accordance with the Council's Health and Safety Policy to take reasonable care of your own health and safety and that of others who may be affected by your work activity
- (3) To undertake such other duties as the Head of Housing may require.
- (4) Flexibility of working hours as required for occasional out of hours working

Will I be managing others? No

Who do I report into? Senior Climate Change and Asset Surveyor

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PROGRESSION & DEVELOPMENT

What are the development opportunities for me?

Obtaining a Building Surveying Technician Level 3 Apprenticeship
 Attend other appropriate training courses as and when identified
 On the job training, with the potential to secure a permanent position at the end of the apprenticeship contract.

How will I know I am being successful in this role?

There is a comprehensive induction programme for the apprentice, as well as a probation period. This is where the apprentice and manager will discuss expectations and performance, and any further support or guidance will be identified.

What is the required learning for me in this role?

As part of the induction programme, the apprentice will be required to undertake certain mandatory online learning modules.

The apprentice will be required to spend 20% of their working week on 'off the job' training – which is protected time to work on their apprenticeship course.

This is an outline job description designed to summarise the key responsibilities of the role and is not intended to cover every task that may be required. It may be subject to change to meet the evolving needs of the organisation.

Additional Role Requirements

Standards of Conduct	<p>You will be required to comply with the Council's Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Council, Members, Colleagues and all those who have dealings with the Council, including customers and suppliers.</p> <p>You must behave with integrity, act lawfully and demonstrate a strong commitment to ethical values.</p> <p>To positively demonstrate the Wealden values yourself and to continue to build the culture of the Wealden values through the appointment, management, appraisal and development of staff (as well as third party providers).</p>
Health & Safety/Risk Management	<p>Wealden District Council's Health & Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding H&S issues and report all</p>

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	<p>accidents, incidents and problems to their supervisor, manager or other senior members of staff, in line with the H&S policies.</p> <p>You will need to be compliant with the Council's risk management policies and procedures. These describe the Council's commitment to risk management, the recognition that our aim is to protect colleagues and visitors from harm, and stress that all colleagues have a responsibility to minimise risk.</p>
Governance Standards	Comply with the relevant governance standards applicable to the Council as communicated to the post-holder from time to time.
Data Protection	To comply with Council Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of staff and customer information.
Confidentiality	Council colleagues are required to ensure that information about customers and staff is safeguarded to maintain confidentiality and is kept securely in accordance with General Data Protection Regulations (GDPR), Data Protection Act 2018 (DPA18). The Council's Data Security and Protection policy ICT policies provide guidance on how this can be achieved.
Communication	To encourage innovation and positive challenge through effective involvement, motivation and communication with Officers, Members, Partners and other Stakeholders, actively promoting the Council's reputation and image as an employer of choice.
Digital/ Records Management	<p>To direct the identification, development and implementation of digital and other systems and procedures which are aligned to the Council's Drive to Digital Strategy and are shaped to reflect our customers' and stakeholders' needs.</p> <p>To maintain Council customer and staff records (both paper and electronic) in accordance with Council policies.</p>
Freedom of Information	To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Council Freedom of Information procedures.
Security	To comply with Council policies to ensure there is a safe and secure environment that protects Members, staff and visitors and their property, and the physical assets and the information of the organisation.

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Other duties	Participate in such non-routine duties as elections and Emergency Planning as directed by the Chief Executive to include, where appropriate, the setup of a Rest Centre.
Freedom to Speak Up (Whistleblowing)	You have responsibility for customer and staff welfare and should raise any concerns relating to a breach of Council policies and procedures with your manager or refer to HR for alternative options.
Environmental Impact	You will ensure compliance with the Council's environmental management policies and procedures. These describe the Council's commitment to climate change and carbon management, the recognition that our aim is to protect the environment and the use of natural resources that all staff have a responsibility towards.
Performance review	<p>This Job Description will be used as a basis for individual performance review between you and your line manager.</p> <p>The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April and may develop to meet the changing needs of the service. You will need to take due account, in the way they achieve the key result areas, of Council policies and procedures.</p>
Equality and Diversity	To take responsibility and comply with the Council's Equal Opportunities policy (which makes a commitment to promote equal opportunities and equality of all protected characteristics in Wealden), Officers' Code of Conduct, Data Protection and other relevant policies, procedures and legislation, to ensure these are embedded and applied throughout the service in both service provision and employment issues.

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PERSON SPECIFICATION			
CRITERIA	ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	Some experience of repairs and maintenance inspections		√
	Experience of record keeping and data recording	√	
Qualifications / Education	Five GCSEs at Grade C or higher including Maths and English or a level 2 apprenticeship in a construction or property related discipline.	√	
	Current full driving licence	√	
Knowledge	Working knowledge of construction and building technology		√
	Knowledge of health and safety legislation relevant to housing sector incl asbestos, CDM, legionella		√
	Excellent IT skills including using the full Microsoft Office suite of applications including Word and Excel.	√	
Skills and aptitudes	Enthusiastic, conscientious and the ability to use their own initiative and work within a team.	√	
	Good interpersonal skills including the ability to communicate effectively verbally and in writing	√	

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CRITERIA	ATTRIBUTES	ESSENTIAL	DESIRABLE
	Flexible approach to work	√	
Personal attributes	Proven ability to plan and prioritise own work with attention to detail.	√	
	Ability to demonstrate self-motivation and work as part of a team working towards common objectives with a flexible and willing approach to meet challenging demands.	√	

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OUR VALUES



**WORK
TOGETHER**

We work together:

One organisation

One team

One district

One five-star customer service



EMPATHY

We show empathy:

Connection

Understanding

Consultation

Listening



AMBITIOUS

We are ambitious:

Purposeful

Enterprising

Resourceful

Innovative



LEAD

We show leadership:

Accountability

Flexibility

Embracing change

Leading by example



DELIVER

We deliver:

Planning

Communication

Meeting deadlines

Achievement

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