

JOB PROFILE	
Directorate:	Housing and Wellbeing
Service Area:	Landlord Services
Job Title:	Stock Condition Surveyor
Grade:	SO2
Post Number:	M395
Base/Location:	Southfield Road Council Offices
Responsible To:	Principal Officer Principal Officer - Investment and Programme Delivery
Responsible For:	None
Key Relationships/ Liaison with:	Tenants and other customers, contractors, elected members

Job Purpose
- To assist in the effective and efficient delivery of the Charnwood Borough Council asset management strategy through the collection, analysis, and effective use of stock condition information. To conduct stock condition and related surveys - including Housing Health & Safety Rating System (HHSRS) surveys, to contribute to the development of comprehensive and accurate stock condition information and support short- and long-term asset management planning. - To contribute to and maintain effective working practices in line with the agreed standards, policies, themes, and values of Charnwood Borough Council to contribute to the continued success of the organisation. - Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities	
1.	Conduct a range of surveys on all property assets including occupied dwellings, void dwellings, commercial buildings, garages, communal areas, and public spaces.
2.	Conduct stock condition surveys, HHSRS surveys, and other surveys, assessments and audits as required.
3.	Ensure results of surveys are accurately recorded in the asset management system, in a timely manner, using handheld data capture equipment.
4.	To be responsible for the delivery of survey programs to agreed targets and provide regular progress reports to the Principal Officer - Investment and Programme Delivery.
5.	Produce schedules of work and take responsibility for ensuring works are completed.

6.	Assist in the preparation and monitoring of programmes of work based on stock condition data.
7.	Assist the repairs, void, compliance, and asset delivery teams in preparing schedules for the service charging of repairs, renewals, and improvements.
8.	To commission and oversee specialist surveys and assessments, ensuring results are accurately recorded and acted on.
9.	Analyse and produce options, recommendations, and feasibility reports on properties with major defects, potential refurbishment, conversion, or demolition of properties.
10.	Assist in the development and implementation of asset management database software and associated processes.
11.	Assist in the design and implementation of all types of surveys, audits and assessments and related processes.
12.	Take responsibility for identifying and reporting defects, quality issues, tenancy issues and other items that may affect the security of Charnwood Borough Council property assets or the wellbeing of our residents.
13.	Provide technical advice and assistance to the repairs, void, compliance and asset delivery teams, contractors, and other external organisations.
14.	Support the repairs, void, compliance, and asset delivery teams' stakeholder consultation activities including consultation with staff members, residents, and external organisations; attend meetings as required.
15.	Provide support to the repairs, void, compliance, and asset delivery teams including conducting void surveys, handover surveys and ad hoc condition surveys as required.
16.	To take personal responsibility for ensuring that designated duties are always executed in accordance with corporate policies and procedures
17.	To adhere to the Health and Safety at Work Act, to take reasonable care of own health and safety and that of others who may be affected by their acts and omissions. To keep up to date with any technical developments or changes to relevant legislation.
18.	Take part, if required, in an on-call rota to deal with and respond to (including visiting site) out-of-hours emergencies and issues that need immediate attention.
19.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.
20.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.
• The nature of the work may involve the jobholder carrying out work outside of normal working hours. • Post-holder must be able to drive and have access to a vehicle to undertake duties on site. Essential user car allowance.	

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

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- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore **a DBS enhanced check (without a barred list check) is an essential requirement.**

Prepared by: Nisha Goutam

Date: 29th August 2025

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	Essential	Desirable
<u>Qualifications</u> HNC/HND/Degree in Building Construction or related field, Or Demonstrable experience identified within the section below.	✓ ✓	
<u>Experience</u> Previous experience in the effective and efficient delivery of the asset management strategy through the collection, analysis, and effective use of stock condition information. Previous experience of working on occupied dwellings. Previous experience to conduct stock condition and related surveys - including HHSRS surveys. Previous in-depth experience of inspecting or surveying buildings, identifying defects and remedies in traditional and non-traditional buildings.	✓ ✓ ✓ ✓	
<u>Skills / Knowledge</u> The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the post. Detailed in depth knowledge of causes and remedies of building fabric and construction defects, including dampness. Detailed knowledge of the decent home's standard. A good working knowledge of how planning, building control, listed building consent and other statutory permissions impact upon the delivery of projects.	✓ ✓ ✓	✓

	Essential	Desirable
Good knowledge of Health & Safety and relevant Statutory legislation.	✓	
Demonstrable ability of effective management of contractors and work commissioned.		✓
Ability to prioritise workload and multitask.	✓	
Demonstrable ability to problem solve.	✓	
Good working knowledge of IT systems including Word and Excel and ability to use and apply housing management systems and housing management asset data base.	✓	
Knowledge of statutory requirements in relation to asbestos management.	✓	
<u>Interpersonal Skills</u>		
Ability to work as part of a team.	✓	
Ability to work with minimum of supervision.	✓	
Effective communication skills.	✓	
Good written skills enabling production of clear and comprehensive specifications and instructions to contractors.	✓	
<u>Other requirements</u>		
Ability to drive.	✓ ✓	
An understand of, and commitment to equal opportunities, and the ability to apply this to all situations.		
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓	
To be able on occasion to work outside normal office hours.	✓	
To be able to travel throughout the Borough (may be using own transport).	✓	

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