



Job Description

Job title	Stock Condition Surveyor	Hours	37 hours per week <i>Flexible working options are available, including job share</i>
Department	Housing Technical Services	Salary	SK10 (£33,498 per annum)
Location	On Site/Works Depot	Contract	Permanent

Main Job Purpose

To inspect Council owned housing to assess the age, condition and remaining lifespan of key components (kitchens, bathroom, roofs etc).

Use mobile handheld devices to record findings, to assess compliance with the decent homes standard, Housing Health and Safety Rating System (HHSRS) and energy efficiency (EPC) requirements, supporting long term investment planning.

This role is not politically restricted.

Main Statement of Responsibilities

- Conduct internal and external visual surveys of Council housing stock.
- Recording condition data using asset management software using mobile devices including creating photographic records.
- Assessing properties against the Decent Homes standard and Housing Health Safety Rating System (HHSRS).
- Carry out energy performance assessments and produce relevant certification (EPC's) including logging energy data against the government register to generate EPC's.
- Responsible for diagnosing causes of defects and reporting remedial actions to relevant teams.
- Engaging with residents (including tenants and leaseholders) during site visits.
- Ensure appointments are made with residents to carry out stock condition surveys.
- Work with Housing Management and other teams as required to gain access to hard to access properties.
- Support the Asset and Planned Works teams to produce programmes of work including carrying out validation surveys or technical due diligence checks.
- Respond to emergency survey requests from other areas of the organisation, prioritising work accordingly.
- Carry out accurate data inputting into systems both manual or electronic.
- Ensure KPIs are met such as decent homes targets, HHSRS, EPC and conditions survey targets.
- Manage health and safety issues in your area of responsibility.
- Provide excellent customer services to all residents, stakeholders and colleagues including dealing with enquiries and complaints promptly and keeping them informed of works at all times.
- Ensure the best use of resources to maximize productivity.
- Demonstrate commitment and support for safeguarding and promoting the welfare of children, young people, and vulnerable adults.



Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility



Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Demonstrable knowledge of repairs and planned maintenance works in residential properties and conducting surveys to identify works required
- Knowledge of Decent Homes and Housing Health & Safety Rating System.
- IT literate
- Manages time effectively and delivers against agreed objectives

Desirable

- Experience of writing and communicating report writing findings to technical staff and tenants.
- Familiar with RdSAP (Reduced Data Standard Assessment Procedure)
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Relevant Qualifications

Essential

- A relevant construction qualification equivalent to HNC or working towards this, or equivalent through experience.
- Full driving licence and access to a car.

Desirable

- HHSRS Accredited Assessor or working towards.
- Domestic Energy Assessor (DEA) or working towards.

Communication and Interpersonal Skills

Essential

- Flexibility in terms of hours and duties
- Genuine enthusiasm for the post
- Ability to work as part of a team
- Accurate recording of data
- Ability to adopt an ordered, systematic and thorough approach to work tasks and record-keeping