

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Stock Condition Surveyor
Service Area / Team	Housing Assets Team
Reports to	Assets & Major Works Manager
Post Number	TBC
Grade & Annual Salary	Grade F/G
Politically Restricted Post	No
DBS Requirement	Basic

JOB PURPOSE
<ul style="list-style-type: none"> • Provide a professional surveying service for maintaining and improving FHDC's properties. • The role will be key in protecting FHDCs assets by ensuring any issues identified in the homes are reported and progressed through to completion, and that any poor condition components are identified and added to the planned maintenance programme or resolved through responsive repairs. • This post is responsible for collecting accurate stock condition data on all homes, buildings and associated assets held within our stock portfolio. • The post holder is required to: <ul style="list-style-type: none"> ○ undertake surveys and produce reports, relating to the condition of the stock, that will help inform strategic investment decisions along with immediate reactive repairs. ○ assess and ascertain the age and lifetime of key building components (e.g. roof, windows, kitchens and bathrooms) as well as conduct an assessment of the property condition to determine if immediate action is required. • Involvement in disrepair cases, complaints, permission requests, repairs monitoring and other property and tenancy related queries. • Producing reports and documentation for work specifications and tenders. • Supporting delivery of the cyclical works programme, including surveys, specifications, tenant consultations and liaising with other stakeholders. • Contributing, as appropriate, to special programmes and projects in support of the FHDC's values and objectives.

MAIN DUTIES AND RESPONSIBILITIES	Frequency (this will be added once the service goes live)
To undertake technical stock condition surveys of our homes, buildings, and associated assets to report on component condition, remaining life of key building elements, general property condition, health and safety including HHSRS, and energy performance data used to generate EPC's.	Daily
Provide high levels of performance and customer service to tenants and leaseholders, promoting tenant engagement and involvement..	Daily
To follow policies on the management of any asbestos, legionella, gas safety, electrical safety, fire safety, disrepair, Health & Safety issues that may be identified during inspections.	Daily
Review properties with a full understanding of the Decent Homes Standard as well as the Housing Health & Safety Rating Standard	Daily
To ensure all key data is gathered from the survey including photographic evidence, and any structural changes and non-permitted alterations.	Daily
Responsibility to produce regular stock condition data reports and energy performance information to the Asset Team. The data reported must be accurate, timely and concise.	Monthly
To input appropriate data into the asset management database relating to Energy Performance Certificates.	Weekly
Undertake reported damp and mould condition surveys to determine the appropriate course of action and priority. This is in line with HHSRS Category 1 & 2 hazards.	Weekly
Undertake validation surveys, prepare schedules of condition, scope of work, defect analysis reports as required.	Weekly
Ensure the integrity and reliability of our component condition and lifecycle data is maintained and accurate at all times and fully utilise and the IT programme used by the team.	Daily
Undertake property assessments to support FHDC's fabric first, carbon reduction and retrofit programmes.	As required
The post holder is responsible for their own self-development on a continuous basis. Undertake training as required.	As required
Ensure you are always attaining value for money in all your activities	Daily
Adhere to all company policies and procedures at all times, particularly Health and Safety legislation and be responsible for your workspace	Daily
Help to prepare the annual and 5 year major works programme.	Annually
Any other reasonable duties required of you in your role as required by your Manager.	As required

Be available in the event of emergency either associated with the housing stock or its tenants or where housing plays an integral part in responding to a larger emergency.

As required

CORPORATE RESPONSIBILITIES

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, Elected Members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Folkestone & Hythe District Council Person Specification

Post Title: Stock Condition Surveyor

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential (F) <ul style="list-style-type: none"> Qualification in Built Environment or Surveying to HNC Level or equivalent trade / industry qualification. 	✓	✓	
	Desirable (G) <ul style="list-style-type: none"> Professional qualification at degree level in a property related discipline, either as a mechanical electrical engineer, chartered surveyor or quantity surveyor or higher educational qualification. Membership to a recognised chartered construction professional body, e.g. RICS, CIOB. Accredited domestic energy assessor. 	✓ ✓ ✓	✓ ✓ ✓	
Experience and Knowledge	Essential (F) <ul style="list-style-type: none"> Working experience of building surveying and undertaking comprehensive property surveys along with knowledge of stock condition databases using specialist property asset management software. Relevant industry experience, minimum 2 years knowledge and experience in a similar role. 	✓ ✓	✓ ✓	

	<ul style="list-style-type: none"> ▪ Expert knowledge and experience of undertaking building inspections, identifying repairs and maintenance issues and can write clear and concise reports with appropriate recommendations. ▪ Knowledge and experience of Decent Homes Standard, Health & Housing Safety Rating System and Energy Performance Certification. ▪ Good working knowledge of construction methods, building defects, building maintenance, asset management principles and the delivery of investment programmes. ▪ Demonstrable repairs diagnosis experience and the ability to explain clearly to residents, contractors and colleagues specific work task requirements. ▪ Sound understanding of compliance with statutory landlord obligations and associated legislation and their impact upon investment programmes. ▪ Demonstrable experience of delivering effective collaborative team working and building effective relationships with both internal teams and external customers and partners. ▪ Experience and ability to work with mobile ICT and standard industry asset and contract data bases. ▪ Experience of operating MS Office software such as Microsoft Word, Excel and Outlook. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
	<p>Desirable (G)</p> <ul style="list-style-type: none"> ▪ Minimum 5 years knowledge and experience in a similar role. ▪ Experience working in social housing or with vulnerable tenants. ▪ Evidence of ongoing professional development. ▪ Previous experience of working in local government and/or social housing. ▪ Significant relevant experience in stock condition surveying, Decent Homes, HHSRS, EPC, repairs diagnosis, maintenance, and programming. ▪ Detailed working knowledge of relevant legislation. ▪ Experience of chairing meetings. ▪ Experience of presenting to Tenant Panels. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	

Skills and Abilities	<p>Essential (F/G)</p> <ul style="list-style-type: none"> • Ability to drive and access to a suitable vehicle. ▪ Ability to make prompt, clear decisions which may involve tough choices or considered risks and is confident to work under own direction. ▪ Ability to produce, analyse and interpret complex information and data and present it in a meaningful and understandable way illustrating an awareness of the audience. ▪ Ability to apply specialist and detailed expertise to analyse and provide solutions to issues, and to share own expertise with others to achieve organisational objectives. ▪ Ability to effectively prioritise objectives, plans and activities against changing circumstances, having regard to the interests of stakeholders, within a pressurised environment and legislation. ▪ Ability to develop and maintain beneficial relationships with internal and external stakeholders. ▪ Good oral and written communications skills with the ability to communicate effectively with members of the public, professional bodies and other members of staff. ▪ Written communication skills to enable the appropriate production of reports which recognise the audience for which it is intended. ▪ Ability to work sensitively with vulnerable tenants. ▪ The ability to influence and change others' opinions and behaviours ▪ Able to contribute to the work of the wider team and to work on own initiative. ▪ IT competent in asset data software, standard spreadsheets, database management and word processing. ▪ Willingness to access confined space and to work at height along with occasional evening meetings or visits to residents' homes, estates or council premises 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
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