

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DEPARTMENT: HOUSING

DIVISION: District Centres and Regeneration

JOB TITLE: Project Surveyor

N.B: If you have any issues printing this document please contact HR

ROLE PROFILE

Job Title:	Property Surveyor (Property Acquisition Programme)
Department:	HOUSING REGENERATION
Division:	HOUSING
Grade:	Grade 12
Hours (per week):	36
Reports to:	Property Acquisition Manager
Responsible for:	No direct line management
Role Purpose and Role Dimensions:	<p>To provide a building surveying service to the Property Acquisition Team ensuring value for money on property purchases and void's repairs works performance against targets.</p> <p>To lead on allocated surveying projects</p> <p>Responsible for the delivery of the Property Acquisition</p> <p>To ensure the Property Acquisition Programme meets the required standards of quality and value for money in term are achieved and maintained.</p> <p>Make decisions as to remedial actions needed along with understanding the consequences of actions and the importance of decisions, taking full account of the needs of tenants and leaseholders.</p>
Commitment to Diversity:	As a member of the Housing Regeneration Service to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Key External Contacts:

- Members of the Public
- Outside agencies
- Partner organisations
- Contractors/ Suppliers
- Government bodies

Key Internal Contacts:

- Heads of Service/ Directors
- Managers
- Departmental colleagues
- Other Council employees
- Councillors

Financial Dimensions:

To exercise financial control over relevant budgets, and achieve value for money, and ensure that the specification and contract conditions are fulfilled.

Key Areas for Decision Making:

Will carry out work within the general guidelines of internal and professional working standards, making technical and contractual decisions to resolve local problems.

Other Considerations:

Ability to travel within the borough to other locations / events
Ability to provide emergency cover as necessary.

Is a satisfactory disclosure and barring check required?
[\(click here for guidance on DBS\)](#)

Standard DBS check

What level of check is required?

Is the post politically restricted?
[\(Click here for guidance on political restriction\)](#)

No

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974
[\(Click here for guidance on ROA\)](#)

No

Key Accountabilities and Result Areas:

Service Delivery

Key Elements:

This will involve:

- I. In relation to the Property Acquisition Programme, undertake technical inspections and make reports, including the preparation of budget costs to cover the works;
- II. Undertake physical pre-inspections and post inspections of properties in programme both occupied/unoccupied on-site locations in the borough.
- III. In relation to the Property Acquisition programme, Identification and accurate diagnosis of complex repairs required to bring property to the councils void standard and provide detailed technical estimates for building works.
- IV. Identification and accurate diagnosis of complex repairs required to bring property to the councils void standard.
- V. Provision of precise specification of repairs of a complex and technical nature to a professional standard for repairs relating to structural defects.
- VI. Provide verbal and written pre-purchase building survey reports including costs of works to bring property to a council letting standard and advise on the need for capitalisation of repairs and alternative repairs strategies.
- VII. Place orders with contractors using the NEC.
- VIII. Ensure all works are completed in a timely and effective manner and to cost to prevent unnecessary financial loss to the council.
- IX. Devising and recommending cost effective solutions to repair problems.
- X. Provide relevant information, including information on scheme progress and commitments to the Acquisitions Manager and Head of Service as appropriate.
- XI. Work with Voids Team, long term partners and contractors to ensure building surveying issues are fully understood and problems resolved, and objectives met.
- XII. Provide any technical service within the Housing Regeneration Team which may be required.

Operations

This will involve:

- I. Responsible for ensuring a cost effective and professional building surveying service personally and through the work of colleagues and contractors.
- II. Deliver the Property Acquisition Programme achieving the required financial targets and ensuring that the councils voids specification and project conditions are fulfilled, preparing designs and specifications as required.
- III. Exercise financial control over relevant budgets, and achieve value for money, and ensure that the councils voids specification and project conditions are fulfilled.
- IV. Instigate, chair and minute monthly progress and monitoring meetings with internal and external partners on allocated projects.
- V. To be accountable for health and safety responsibilities as defined within the Department and Division codes of practice and Government legislation such as the H & S at Work Act 1974 and to provide cover for line manager on surveying matters as necessary.
- VI. Ensure that works are carried out in a safe manner by using safety goals, assessing method statements and ensuring contractors carry out risk assessments and use safe working practices.
- VII. When necessary survey properties to determine the extent of work required and the development of written briefs in accordance with latest procedures. taking full account of the needs of tenants and leaseholders
- VIII. Undertake technical inspections and feasibility studies and make reports and recommendations, particularly in respect to draft programmes of future projects,
- IX. Carry out assessment of repair options, including cost benefit analysis and lifecycle estimating, in order to achieve best value.
- X. Authorise contractors' invoices for payment and agree variations (within agreed limits). Be responsible for issuing contract instructions and monitoring projects through NEC.

Customer Service/ Communications

This will involve:

- I. Establish and maintain effective customer-oriented communications between Housing Regenerations Team and other Housing staff, other colleagues in the service and customers.
- II. Communicate effectively and in a customer-oriented manner with other team members, contractor partners and other colleagues, tenants, leaseholders, and residents.
- III. Meet with resident homeowners, to resolve operational building surveying issues and build effective and productive relationships.

General

This will involve:

- I. Prepare technical reports for managers including recommendations for action.
- II. Investigate and prepare a draft response to correspondence from Council Members, MPs, tenants and leaseholders.
- III. Liaise with other Council Officers, and with external consultants and contractors, as necessary.
- IV. Comply with Council and Departmental policies, codes and initiatives relating to equal opportunities, customer care, personnel management, gas safety, health & safety, environment and business unit operation.
- V. Make best use of available information technology for the efficient running of the service. Use, and take responsibility for technical equipment required while carrying out duties.
- VI. Exercise discretion and authorise action in individual cases in accordance with Council and Departmental policies and delegated authority arrangements.
- VII. To participate in the preparation and development of the

Annual Service Plan

- VIII. To participate in the Council's training schemes whether internal or external.
- IX. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross organisational groups and task teams.
- X. To undertake any other duties that may be required. These may be varied from time to time to meet the needs of the service.

Green Commitment

Ensuring both individual and teamwork meets the Council's Green Commitment Policy goals in reducing energy consumption and waste, increasing renewable energy use and recycling, contributing to a reduction in traffic congestion and using sustainable materials.

Data Protection

Being aware of the council's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.

Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

Confidentiality

Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety

Being responsible for own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, and use protective equipment and report defects and hazards to management. Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

Person Specification

Job Title: Property Surveyor (Acquisition Programme)

- Essential knowledge:**
- A recognised building or surveying qualification.
 - A sound knowledge of building defects and solutions and the ability to estimate building costs.
 - Thorough knowledge of current and appropriate legislation with regard to building works, including CDM and health and safety legislation.
 - A sound knowledge of specification writing including the research, presentation and the production of full technical specifications and drawings using manual or computerised systems.
 - Able to carry out all design calculations involved with the building works, using longhand and computerised systems.
 - A sound knowledge of JCT or other equivalent forms of contract including minor works, intermediate works and measured term contracts
 - A sound knowledge of contract procedures including the issuing of contract documents, and the management of term partnering contracts.
 - Working experience of NEC or similar asset management system

Essential skills and abilities:

Customer Services Orientation: Able to provide a service to members of the public consistently but sensitively according to their needs, while meeting the customer care standards set for the service.

Commercial Awareness: Able to understand the impact of own activities on the cost effectiveness and quality of the service.

Taking Responsibility: Able to deal effectively with day to day issues and understand the impact of own activities and behaviour on service users.

Tenacity and Resilience: Able to respond positively and constructively whilst under pressure.

Planning: Able to manage a varied and demanding workload and to consistently produce high quality work.

Financial Management: Aware of financial impact of management of contracts and budgets on the effectiveness of the service and able to effectively manage these.

Meeting Agreed Requirements: Able to respond positively to people seeking services, and meet the customer care standards set for the service.

Managing Information: Able to obtain and understand information and communicate it concisely and simply to customers, colleagues and line managers.

Building Relationships: Able to build and maintain relationships with colleagues across the mechanical/electrical/construction disciplines and other colleagues.

Communication. Good oral and written communication skills, including the ability to use Plain English.

Equal Opportunities. An understanding of equalities issues and how they relate to engineering services

Essential experience:

- Experience of building maintenance and improvement works in buildings with specific experience of domestic properties.
- A sound knowledge of contract procedures including the issuing of contract documents, and the supervision of contracts
- Experience of dealing with members of the public.

Special conditions:

Out of Hours. Able to attend meetings out of normal hours on a regular basis.

Able to drive, with a current and valid UK driving licence and will be expected to provide transport (car) in order to be able to fulfil the requirements of the post. This is an essential user post.