



## Job Description and Person Specification

<b>Job Title:</b>	Projects Surveyor - Adaptations	
<b>Post Number:</b>	P2542	<b>JE Ref:</b>
<b>Grade:</b>	PO1	
<b>Other Payments:</b>	Essential Car user allowance, Professional Membership Fees, Standby Payments, Temporary Market Supplement Payment	
<b>Job Family</b>	PO Team	
<b>Directorate:</b>	Community Place and Delivery	
<b>Progression:</b>	Progression through the Grade is dependent on performance against delivery targets, value and behaviours	
<b>Hours per week:</b>	37	
<b>Accountable to:</b>	Planned Maintenance Manager	
<b>Date created/ reviewed:</b>	May 2026	

### JOB DESCRIPTION FOR PROJECT SURVEYOR - ADAPTATIONS

#### JOB PURPOSE

The post holder is responsible for managing allocated projects, in collaboration with other project surveyors in the team the delivery and management of Adaptations in relation to St Albans City and District Council (SADC) owned properties & land.

The aim of this role is to provide a professional, knowledgeable and reliable service to eligible customers seeking Adaptations to their homes which will help them to continue living independently, or in the case of dependents, to allow them to be cared for within their current home and operating within defined policies, procedures and service framework.

#### ACCOUNTABILITIES

1. Responsible for the effective management of the Adaptations to Council owned homes and land, taking the lead role in managing allocated projects for which you have taken responsibility or have been assigned, working on your own initiative with minimal supervision working on your own initiative with minimal supervision, within defined policies, procedures and service frameworks.
2. You will be responsible for ensuring that Adaptations are designed and delivered in a manner that recognises and is compliant with the relevant mandatory Consumer

Standards introduced by the Regulator for Social Housing. in 2024.

3. To ensure the delivery of Adaptation works is 'all inclusive' according to equality legislation and carried out in accordance with landlord's statutory obligations and current legislation.

4. To provide technical and legislative advice to officers of the Council, Occupational Therapists and Customers, in relation to Adaptations. Undertake relevant building surveys to assess the viability of recommendations set out within the associated Occupational Therapist's Report.

5. To proactively manage the Council's contractors in the delivery of works to ensure performance against the specification of works is adhered to and resolve any operational contractual matters.

6. You will provide a customer focused service, achieving key performance targets and value for money including compliance with the Council's financial regulations, standing orders and audit procedures.

7. To deliver an in-house design and drawing service for small scale Adaptations (i.e. projects which don't require Planning and/or Building Control approval), ensuring projects are effectively managed, including liaising with the occupier, Occupational Health professionals, contractors and other relevant parties.

8. You will communicate complex information effectively to a range of stakeholders and this will include monitoring project progress. This includes customer consultations, tracking planning / building control applications and attending contractor and tenant forum meetings

9. Assist the Planned Maintenance Manager in preparing 'quarterly' statistical information and associated commentary in relation to established Key Performance Indicators (KPI) which measure the performance of the Adaptations Service and are presented to Departmental Management Meetings and the Housing Inclusion Committee (HIC) on a regular basis

10. You will be fully responsible for all aspects of Health and Safety on allocated projects, to ensure that all parties are safeguarded throughout the duration of works. This includes safe working practices, risk assessments, working environment, use of equipment and materials by contractors, ensuring all relevant legislation is complied with including those related to fire safety, asbestos. You will ensure compliance with the requirements of the CDM Regulations 2015.

11. Liaise positively with the Housing 'Allocations' team and Housing 'Voids' team to collectively determine the suitability of properties for new tenants and existing tenants needing to re-locate, in terms of Adaptations (existing in a property and/or needing to be undertaken).

12. To support the Planned Maintenance Manager in the preparation of financial information, and attendance at the monthly Budget Monitoring meetings arranged and led by Housing Finance colleagues. Assist the Planned Maintenance Manager in the annual budget setting process associated with Adaptations, and procurement of Contractors.

## DEMANDS

- Climbing stairs, (potentially ladders & scaffolding) whilst carrying out duties. Up to 30 minutes 2/3 times a week
- Driving for up to 45 minutes, up to 15 times per week
- Continued use of VDU screens of up to 2 Hours 10-15 times per week
- The ability to deal with interruptions and reorganising own workloads 4-6 times daily at an average of 20 minutes
- Provision of full project management and cost control simultaneously on several contracts
- Ability to work under pressure, to programme and within budget with minimum supervision
- A can-do attitude and a professional aptitude to succeed with agreed outcomes.
- Ability to make decisions of substance without upward referral and be able to set out the rationale for the decisions made.
- Ability to remain calm under pressure to meet deadlines from Section managers
- Ability to deal with verbal abuse and aggressive behaviour up to 2 times a week
- Responding appropriately to Councillors requests pursuing residents' complaints on improvement works to residents' homes.
- Potentially hazardous situations encountered in dealing with residents who have mental/drug/behavioural issues when visiting or working in their homes once a month, up to 60 minutes.

## Working Conditions

- The post holder will be working both in an office environment and out on site on a lone working basis.
- Working at height on construction projects for up to 30 minutes - occasional (extensions to properties)
- Working in restricted or confined spaces up to 30 minutes - occasional
- Working in poor/extreme weather conditions and inclement weather conditions up to 30 minutes at an average of 5-10 times a month
- Working in "dirty" areas where they may be a risk of sharps, needles, contaminants, etc up to 30 minutes, 1-2 times a month
- Provision of a positive, courteous, and informative resident liaison services simultaneously on Projects.
- Provision of welcoming and business-like communication

## Other Employment Requirements

- A clean driving licence and access to a vehicle taxed and insured for business use is required.
- To assist senior officers with the delivery of planned, responsive & re-let works to Council properties. This could involve working on projects or providing cover or support on a particular issue.
- To be available to assist with departmental responsibilities in accordance with the corporate Emergency Planning and Business Continuity arrangements, and to take part in the "Out of Hours" Repairs Service Standby on rota basis.
- This job may be suitable for hybrid working

- Basic Disclosure Check

<b>ROLE SPECIFIC PERSON SPECIFICATION - PROJECT SURVEYOR ADAPTATIONS</b>				
<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Values and Behaviours</b>				
	We are Customer Driven	X		I, T, R
	We Care	X		I, T, R
	We are Confident	X		I, T, R
	We Work Together	X		I, T, R
	We are Trusted	X		I, T, R
<b>Qualifications</b>				
Q1	GSCE standard in Maths and English	X		A, D
Q2	Relevant qualification (eg Degree/HNC in Building Surveying (or equivalent experience, with a commitment to obtain a relevant qualification within 18-24 months)	X		A, D
Q3	A valid UK Driving Licence	X		A, D
Q4	IOSH Qualification or willing to obtain one within 12 months of commencement of employment	X		A, D
Q5	RICS/CIOB/CIH (or equivalent) membership		X	A, D
Q6	Chartered Institute of Housing – Level 4 Qualification		X	A, D
<b>Knowledge</b>				
K1	Knowledge of Regulator for Social Housing (RSH), Consumer Standards 2024	X		A, I
K2	Knowledge of Health and Safety regulations relating to construction projects including the Construction Design and Management Regulations 2015, Regulatory Reform (Fire Safety) Order 2005, The Building Safety Act 2022	X		A, I
K3	Knowledge of current building regulations relating this work area	X		A, I
K4	Equalities Act in relation to repairs, maintenance and improvements of Social Housing	X		A, I
K5	Traditional and non-traditional construction methods, building defect analysis and repair to both traditional and non-traditional buildings		X	A, I

K6	Commitment to and clear understanding of equal opportunities	X		A, I
K7	Knowledge and experience of Microsoft Office Suite, email, CAD and other work specific software packages	X		A, I
K8	Knowledge of risk management and its application to the role		X	A, I
K9	Knowledge and understanding of performance management		X	A, I
K10	Knowledge of project management, partnership working and stakeholder engagement		X	A, I
<b>Experience</b>				
E1	Previous experience of working in a similar role with a minimum of 3 years and experience if not holding a Degree/HNC (or equivalent)	X		A, I
E2	Experience of using 'construction' contracts and robust procurement processes.	X		A, I
E3	Experience of delivering service objectives for a work area, including successful completion of projects and programmes of work.	X		A, I
E4	Experience of developing plans and solutions, devising tailored made solutions to adaptation issues and improvement works.	X		A, I
E5	Experience of project management from client brief to handover and managing external building contractors.	X		A, I
E6	Experience of communicating effectively to a diverse audience some of which will be demanding.	X		A, I
E7	Experience of the preparation of tenders and contract documentation in accordance with accepted professional practice, standing orders, and UK Government guidelines.		X	A, I
E8	Experience of using MRI or similar Asset Management Software		X	A, I
E9	Previous experience of working in a local authority property maintenance/ asset management environment		X	A, I

For further information on the scope of accountabilities when working at this level please see the generic job description/person specification [here](#)

#### Method of Assessment Codes

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
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