



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Asset Surveyor
Job Reference	TBC
Service	Children, Adults, Health and Housing
Team	Housing Services
Location	Shute End
Reports to	Repairs and Maintenance Manager
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required
Responsible for	1
Grade	Grade 9
Contract Type	Permanent and Full Time (37 hours)

Main Accountabilities	
1.	Diagnose complex building defects, disrepair issues damp and mould and other property related hazards, specifying effective and sustainable remedial solutions that protect residents, improve asset performance and maintain safe and healthy homes.
2.	Undertake Housing Health and Safety Rating System (HHSRS)-based assessments and identify High and Medium Hazards, ensuring timely and proportionate remedial actions are implemented to protect resident health, safety and wellbeing.
3.	Investigate damp and mould cases, identify root causes and oversee remedial works, ensuring compliance with Awaab's Law timescales and delivering long-term solutions that prevent reoccurrence and improve living conditions.
4.	Undertake void property inspections, assessing property condition, identifying repairs, compliance safety and investment requirements, and specifying works necessary to bring homes up to lettable standard. Ensure void works support resident safety, energy efficiency, sustainability objective and provide value for money while minimising re-let times.
5.	Support the development and delivery of planned maintenance and capital investment programmes, including kitchens, bathrooms, roofing, windows, doors, ventilation, energy efficiency improvements, decarbonisation initiatives and building safety projects.
6.	Promote sustainability and environmental best practice by identifying opportunities to improve energy efficiency, reduce carbon emissions, enhance property performance, extend component life cycles and support the council's net zero and climate objectives.





7.	Ensure compliance with all relevant legislation, regulatory standards and council policies, including the Housing Act 2004, Housing Health and Safety Rating Systems (HHSRS), Awaab's Law Building Safety Requirements, CDM Regulations, Landlord Health and Safety Obligations and consumer standards and Competence and Conduct Standard for Social Housing,
8.	Prepare specifications, schedule of work, tender documentation, cost estimates and technical reports to support procurement, contract management and investment programme delivery.
9.	Manage contractors, consultants and specialist suppliers, monitoring safety, quality, customer satisfaction, performance, expenditure and value for money, while driving continuous improvement and contract compliance, resolving where applicable and escalating to the R&M Manager as required.
10.	Undertake quality assurance inspections, monitor completed works and maintain accurate records to support regulatory compliance, performance management, contractor accountability and service improvements, resolving where applicable and escalating the R&M Manager as required.
11.	Deliver excellent customer service, engaging positively with tenants, leaseholders and residents, managing expectations, resolving concerns and ensuring residents remain informed throughout the lifecycle of works.
12.	Work collaboratively across housing services, asset management, Repairs, Compliance, Building Safety, Housing Management, Procurement, and external partners to ensure the coordinated serve delivery, effective risk management and improved outcomes for residents.
13.	Contribute to the council's strategic objectives by delivering safe, sustainable, compliant and well-maintained homes that improve resident satisfaction, support thriving communities and provide long-term value for money.
14.	Where this role requires a professional qualification, registration or licence or membership, you must obtain and maintain this throughout your employment and provide evidence upon request. You must also maintain the knowledge, skills and behaviours required by your role in line with the Regulator of Social Housing's Competence and Conduct Standard and participate in any training or development required by the Council. Failure to maintain mandatory requirements may affect your ability to continue in the role.

Person Specification	Essential	Desirable
Education/Qualifications	Degree, HNC/HND or equivalent professional qualification in Building Surveying, Construction, Asset Management or related discipline. Evidence of continued professional development relevant to the role. Commitment to maintaining professional competence in accordance with the Regulator of Social Housing's Competence and Conduct Standard.	Professional membership of RICS, CIOB, CABE or related professional body. Qualification or training related to HHSRS, Damp and Mould Assessment, Building Safety, Energy Efficiency, Retrofit or CDM. NEBOSH, IOSH or similar health and safety qualification
Experience	Experience of diagnosing complex building defects, damp and mould issues, and property-related hazards within residential housing.	Experienced managing planned maintenance or capital investment programs.





	Experience of applying HHSRS and identify property related risks to residents. Experience preparing specifications, schedules or works, technical reports and cost estimates. Experience of working within a social housing, local authority housing or property maintenance environment. Experience of ensuring compliance with relevant housing, housing and safety and building legislation.	Experience supporting decarbonisation, retrofit or energy efficiency projects. Experience contributing to procurement and contract tendering exercises. Experience working with asset management databases or housing management software.
Skills/Knowledge	Comprehensive knowledge of residential construction, repairs and maintenance practices. Strong Knowledge of HHSRS, Awaab's Law, Building Safety Requirements and landlord compliance obligations. Ability to diagnose technical issues and develop practical sustainable and cost-effective solutions. Strong report writing, specification writing and record-keeping skills. Strong organisational skills with the ability to manage competing tasks and workloads.	Knowledge of social housing regulatory requirements and consumer standards, Understanding of procurement regulations and tendering processes. Knowledge of asset management principles and lifecycle planning.
Behaviours/Attributes	Customer focused with a commitment to improving outcomes for residents. Demonstrates professionalism, integrity and accountability. Strong attention to details and commitment to quality. Proactive approach to problem solving and continuous improvement. Resilient and able to make sound decisions in complex situations. Excellent communication and interpersonal skills with the ability to build effective relationships and communicate confidently with residents, contractors, senior managers, elected members and external stakeholders.	Ability to lead service improvements and influence positive change Experience mentoring or supporting less experienced colleagues Ability to champion a positive resident-focused culture and continuous learning environment

Purpose Details	
Service Purpose	To deliver effective and efficient damp and mould, and disrepair services, to the homes and buildings owned and/or managed by the Council, ensuring the delivery of these services are aligned to legislative and regulatory requirements, and achieve a safe, secure and warm home for the Council's customers.
Role Purpose	The postholder will play a key role in ensuring council homes are safe, compliant, sustainable and, maintained to a high standard. The postholder will provide professional surveying expertise across responsive repairs, damp and mould, void





	properties, planned maintenance and capital investment programmes. Working closely with residents, contractors and internal stakeholders, they will identify property defects, manage remedial works and support the delivery of a high-quality housing service that protects residents, improve asset performance and deliver long-term value for money. The role contributes to regulatory compliance, resident satisfaction and the council's commitment to providing safe and healthy homes.
Corporate Parenting	The postholder will support the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	The postholder will report to the Repairs and Maintenance Manager and will meet with them on a frequent basis in one-to-one and team settings to prioritise tasks, analyse service performance, identify areas of improvement and review continuous professional development opportunities.
Supervision Given	The postholder has no direct line management responsibility of staff but will coordinate resources and third-party contractors to meet customer and service need.
Contacts	Internal contacts will include colleagues from; Asset Management, Housing and Income, Housing Needs and Options, Housing Delivery and Partnerships, Corporate Finance, Corporate Procurement, Legal Services, Corporate Property, Regeneration, Organisational Development and others as required. External contacts will include residents, Councillors, elected members, contractors, suppliers, consultants, local housing companies, external agencies, and partner organisations as required.

Resources/Budget Management
The postholder has no direct resource or budget management responsibility but will support management with the processing of invoices and valuations from third party contractors.

Special Requirements
The postholder must have a full UK driving licence and have access to a vehicle to travel around the area of operation and respond to emergency situations where required. The postholder may be required to attend occasional early evening meetings. Whilst surveyors will generally be assigned to a primary workstream (responsive repairs, Voids or capital investment), they will be expected to develop and maintain knowledge across all areas of the service. This enables the provision of cover during absence, supports service resilience and ensures business continuity through the delivery of cross-service projects and priorities,

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	Y
Exposure to Noise (>80-85dB)	N





Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Disabled Adults	Y
Work Environment Details	Shute End / Hybrid

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	Y
Both of the Above	Y
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N/A

Disclosure and Barring Service (DBS)	Details
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WOKINGHAM
BOROUGH COUNCIL

DBS Requirement	Basic DBS
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks

Annual Basic DBS check will be required.

Evaluation Declaration

Date of Evaluation:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>

