Job Description

Job title	Asset Management Inspector
Reports to	Head of Housing Services
Direct reports	N/A
Grade	Grade 7
Salary range	

Job purpose

To play a key part in supporting the effective delivery of the management of the Council's housing stock and its condition.

To carry out stock condition surveys across occupied and void properties, as well as communal areas, using handheld data capture equipment.

To conduct Housing Health and Safety Rating System (HHSRS) surveys, either as part of a wider stock condition survey or as standalone inspections.

To work with the Repairs and Property Services in the delivery of the Council's capital program.

Duties and responsibilities

To carry out stock condition surveys across a range of properties, including leasehold properties, collecting accurate data on building components, condition, compliance requirements and future investment needs.

To work independently and manage own schedule undertaking inspections of both occupied and vacant properties, identifying defects, hazards and potential compliance issues, including HHSRS risks.

To be part of the team responsible for the provision of an efficient and effective service in relation to Capital Works within the Housing Department.

To provide an efficient and effective service in relation to Council Tenants who require Welfare Adaptations to make their homes suitable for their needs.

To ensure that all relevant services are provided to all customers within the District of Bolsover including liaison with other departments within the Authority and outside agencies as required

To ensure the service is delivered in line with all statutory and corporate policies, procedures and targets.

To work closely with the rest of the Asset Management Team to ensure data is collected accurately and efficiently maintaining the integrity of the Housing data system.

Participate in and contribute to contract meetings, working groups and events required for the improvement of the service

To plan and produce Capital Repairs programmes of work and manage the performance of contractors in line with agreed contracts. This will include the production of performance reports and updating records on The Council's asset management database, including leaseholders.

To work collaboratively where required with the Repairs Service.

To be available in the event of "out of hours" emergencies as required.

The post-holder must, at all times, carry out their duties and responsibilities to comply with the policies, Standing Order, Financial Regulations, Employee Code of Conduct, procedures and Constitution of the employer.

Working conditions

The role will involve working outside, visiting void properties and visiting tenants in their homes. It will also involve visiting properties undergoing contract works.

Physical requirements

Visiting Council properties and traversing ladders and scaffolds to inspect works.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the UK GDPR, Data Protection Act and Council policy and guidance)
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.

- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	Deborah Whallett
Date approved:	4 November 2026
Reviewed:	

PERSON SPECIFICATION

Post Title: Asset Management Inspector	**Section:** Housing Management
Directorate: Place	

Essential Requirements	**Desirable Requirements**

Knowledge	**AM**		**AM**
• Good working knowledge of Repair and Maintenance practices and procedures. • In depth knowledge of Decent Homes Legislation and other relevant Housing legislation. • Knowledge of HHSRS legislation • Knowledge of stock condition data analysis	a, i & c		a & i
Qualifications			
• Working towards a HNC/HND in building studies or equivalent. • GCSE Grade C or equivalent in English Language and Mathematics unless candidate is suitably qualified/experienced in a similar role.	a, i & c	• Relevant CIH qualification.	
Experience			
• Practical experience of undertaking repairs and property inspections. • Proven practical experience of operating in a large Repair and Maintenance Contract and in particular assessing work requirements (pre inspections) and ensuring all works are carried out within appropriate timescales and to required quality standards. • Practical experience of carrying out stock condition surveys	a & i	• Practical experience of carrying out HHSRS inspections • Working with outside Contractors and managing projects • Understanding of procurement and contractual processes. • Understanding of Leasehold legislation and consultation processes • Experience of Open Housing IT system. • Experience of dealing with • welfare adaptations	a & i
Skills			
• Excellent verbal and written	a &		a

Knowledge	AM		AM
communication skills. • Proven analytical skills to monitor and prepare statistical information required • Computer literacy i.e. use of Microsoft Office products • Telephone skills • Ability to communicate with people in their own homes. • Ability to engage and encourage tenants reluctant to allow access.	i		& i
Other Requirements:			
• The ability to work within a team environment using own initiative and displaying a responsible, professional and flexible attitude. • Ability to work on own initiative. • Possession of a full driving licence and access to a vehicle. • Understanding of and commitment to equalities and diversity in delivering services.	a & i		a & i

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010
The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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Date approved:	4 November 2026
Reviewed:	