

Job profile

Job title: Building Surveyor	Responsible to: Damp & Disrepair Manager
Salary Grade: J – up to £ 43,609 per annum	Contracted Hours: 37 Hours (full time)
Responsible for: N/A	Behaviour level: 2 - Managers

Purpose of the job:

As Building Surveyor, you will be responsible for all complex surveys including structural, mould and damp; adaptations and customer alterations and determining Customer First outcomes. You will compile reports and specifications for consideration by the Surveying Team Leader.

You will take ownership of repairs and continually liaise with customers from inception to completion, in line with our 'Customer First' focussed approach, updating CRM cases as they progress.

You will undertake Void and Disrepair surveys and specify works to ensure that they attain the SLH Homes Standard.

Key accountabilities:

1. To undertake complex surveys of homes to successfully diagnose defects such as damp and mould or structural failure etc, and to prepare specifications and schedules of remedial works.
2. To undertake surveys and inspections to approve customer requests for alterations and/or adaptations. Preparing reports for the Asset Manager and Senior Building Surveyor to enable effective decision making and approving works on completion.
3. To successfully contract manage small remedial works both within timescale and budget, providing Customer First outcomes and high levels of satisfaction.
4. To undertake surveys of void properties and preparing specifications and works orders to refurbish the property to meet the SLH Homes Standard and to undertake all necessary health and safety surveys, inspections and certifications.
5. To undertake surveys for communal and common areas to ensure that they remain compliant and free from defects. Raise works orders for defects and manage the works to completion.

6. To assist the Surveying Team Leader in being accountable for surveying properties in cases of disrepair, diagnosing defects and preparing specifications and schedules of remedial works. Prepare reports and gather information to assist in the defence of legal claims.
7. To undertake Compliance and Building Safety Surveys to identify risks and mitigation actions to ensure customers health, safety and wellbeing.
8. To liaise, collaborate and communicate effectively with customers and colleagues about surveys and works being undertaken and updating CRM cases.
9. To be a proactive member of the SLH team; continually seeking to improve outcomes and develop your own skills and the performance of the team. You will seek to improve processes and ensure value for money.
10. To ensure that Health, Wellbeing and Safety policies and procedures are adhered to, to deliver effective and safe services and operations.
11. To ensure you work in accordance with legislative, regulatory and financial requirements in relation to your role at all times.
12. To ensure that SLH data is collected, safely and appropriately managed, reported accurately and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to ensure data quality and security.

Person specification

Job title: Building Surveyor		
Criteria	Essential / Desirable	Method of Assessment
Qualifications		
Royal Institute of Chartered Surveyors (RICS) or Chartered Institute of Building (CIOB) qualification or other relevant construction related qualification	E	AF
Specific technical specialism training/ qualifications/ awareness e.g., health and safety; fire safety; asbestos	D	AF
Evidence of continued professional development	D	AF
Knowledge, skills and abilities		
An understanding and developed working knowledge of computer systems including Outlook, Excel, Word and Teams	E	AF
An unwavering commitment to equality, diversity and inclusion, ensuring this is embedded in the work of SLH	E	AF/I
Understanding of legislative requirements for Asset Management and Building Safety	E	AF/I
Knowledge of the ongoing management of safety in the built environment, with strong knowledge of the application of the Construction (Design and Management) Regulations 2015	E	AF/I
Ability to plan resources to achieve performance targets and ability to reassess and replan in times of pressure	E	AF/I
Ability to show initiative and propose solutions to issues identified	E	AF/I
Excellent attention to detail with the ability to work under pressure, deliver to strict deadlines and manage conflicting priorities	E	AF/I
Ability to communicate clearly in writing and orally to customers, management, and colleagues, at all levels and with the ability to produce clear concise reports supported with robust data and analysis	E	AF/I
Proven ability to work in a team and be supportive of others	E	AF/I
Ability to plan own workload to achieve targets and deadlines	E	AF/I
Knowledge of asbestos, legionella, building regulations, fire regulations, health and safety regulations and carrying out risk assessments within a housing environment	E	AF/I

Willing to attend 'out of office hours' community events / meetings	E	AF
Full driving licence	E	AF
Is a role model to other colleagues in expected professional standards, and in alignment with SLHs shared values.	E	I
Experience		
Experience in the building industry, ideally working within a customer focussed housing repair and maintenance or planned works team	E	AF/I
Experience of undertaking complex surveys to determine building defects, using appropriate tools and equipment necessary	E	AF/I
Experience of undertaking Compliance and Building Safety surveys, using appropriate tools and equipment necessary, to identify risks	E	AF/I
Experience of writing reports to explain/detail building defects and stating appropriate remedial actions with clear and fully explained reasons for selected solution	D	AF
Experience of producing specifications and schedules of works following surveys	E	AF/I
Experience of procuring and managing specialist consultants and interpreting reports to approve recommendations and courses of action	D	AF
Experience of identifying support needs and procuring, managing, and administering external consultants	E	AF/I
Experience of applying the Housing Health and Safety Rating System (HHSRS) to homes and raising appropriate risks and mitigation measures to keep customers safe and maintain their wellbeing	D	AF
Experience of interpreting and applying building regulations and disrepair legislation	D	AF
Experience of risk management and mitigation	E	AF/I
By living our behaviours every day, our colleagues, managers and senior managers are living our shared values and helping to deliver our Business Strategy objectives of Quality Homes, Quality Services and Quality People: • Do the right thing For residents, communities and each other. We stop and consider what the right thing to do is, even when it is difficult • Show respect and kindness, always No matter the situation or conversation, we treat everyone with respect and kindness. • Be honest and fair Honesty and fairness underpin what we do. We value transparency, welcome	E	I

discussion and debate, and are open to change when it is the right thing to do. • Make it happen We take personal responsibility, take pride in doing our best, stay curious and embrace learning and innovation. • All belong at SLH We embrace the power of difference and see it as a real strength, ensuring everyone feels they belong.		
	E – Essential D – Desirable	AF – Application form/CV I – Interview ST – Skills test ASS – Psychometric tool e.g., Wave
Please note: No job profile can cover every task which may arise within a role. The post holder will be expected to carry out other duties from time to time which are broadly consistent within this document.		
Role profile prepared by: Director of Assets & Development		
Review date: August 2026		
Location: Will be Bridge Mills Business Centre, Stramongate, Kendal LA9 4BD. South Lakes Housing operates a hybrid working policy.		