



Post: Senior Building Surveyor

Directorate: Technical Resources

Team: Repairs Team

Grade: PO4

Responsible to: Head of Repairs

Responsible for: N/A

Purpose of Job

Manage all building surveying related activities on a defined patch.

Work as a team to ensure that all properties are safe, warm, dry and comply with requirements.

Deliver a fast, efficient, value for money repair service that achieves consistently high levels of resident satisfaction.

Monitor stock condition and recommend improvements.

Lead and manage Poplar HARCA's aids and adaptation programme (portfolio responsibility).

Main Duties and Responsibilities

Service delivery

- Be responsible for the effective management of all surveying activities on a defined patch including:
 - Supervising contractors and the co-ordinating multiple trades
 - Managing a delegated budget
 - Undertaking surveys to diagnose cause and remedial action required
 - Preparing full technical reports, detailed specifications and scheme design drawings
 - Implementing robust quality control measures including post-inspections
 - Managing the diagnosis, specification, ordering, completion and payment of works and all associated administration
 - Scrutinising and authorising of variations and invoices
 - Obtaining relevant planning and building control consents
 - Undertaking of full feasibility studies, option appraisals and budget estimates
 - Ensuring that targets are met and works are completed to time and budget
 - Updating and engaging with residents in a timely, considerate and courteous manner

- Managing Poplar HARCA's response to legal cases
- Manage Poplar HARCA's aids and adaptations works including liaison with LBTH and Disabled Facilities Grant applications.
- Conduct regular inspections with Estate Services and other staff

Procurement and contract management

- Manage a portfolio of contracts, ensuring that contractors perform in line with expectations, and that any areas of weakness are addressed
- Procure works and services in line with Poplar HARCA's policies, procedures and financial regulations
- Prepare contract and tender documentation

Record keeping

- Maintain records and information in accordance with the organisation's policies and procedures, relevant legislation and best practice guidelines
- Maintain, update and improve Poplar HARCA's asset database
- Audit and validate data regularly

Monitoring and reporting

- Monitor and report on the quality of services provided by contractors
- Develop and maintain sound financial systems in line with Poplar HARCA's policies and procedures
- Prepare reports for CMT, Poplar HARCA's Board and Committees on all aspects of the service

Technical guidance and expertise

- Provide technical advice, support and practical assistance to the Repairs Team, Asset Compliance Team and Asset Investment Team and other Poplar HARCA staff
- Work closely with other Building Surveyors to ensure that surveying services are always covered and to assist with the smooth running of all surveying related schemes Act as the lead officer and first point of contact for aids and adaptations
- Represent Poplar HARCA at a variety of meetings
- Represent Poplar HARCA as an expert witness in legal proceedings

General

- Deputise for the Head of Repairs
- Deal with, and respond to, all repair related enquiries, correspondence and complaints
- Keep up to date with developments in legislation and best practice, including new technologies
- Work with staff from across the organisation to resolve problems and improve services
- Adopt a "health and safety first" approach to all activities including risk assessment and mitigation
- Perform other duties as may be reasonably required by your line manager

- Conduct yourself in line with Poplar HARCA’s policies, procedures, rules and standards
- Undertake out of hours work as required

Person Specification

Post: Senior Building Surveyor

Grade: PO4

Team: Repairs

Directorate: Technical Resources

All criteria are essential unless stated otherwise.

Requirements	Criteria
1. Education/ Qualifications/ Training	a. HNC or equivalent in a relevant field
2. Skills	a. Able to organise, plan and deliver the surveying work plan b. Able to implement financial and contractual controls c. Able to use initiative and manage workloads d. Able update, monitor and analyse data e. Effective communication f. Able to influence, negotiate and persuade g. Intermediate IT skills including MS Word, Excel and Outlook h. Ability to achieve deadlines in a high-pressure environment
3. Experience	a. Five years’ relevant surveying experience b. Managing and advising on complex repair cases and queries c. Managing and delivering contracts and schemes of work d. Preparing and delivering work plans to target and budgets e. Experience of managing health and safety on sites.
4. Knowledge	a. Extensive knowledge of construction industry procedures and legislative frameworks b. Knowledge of best practice in surveying c. Awareness of the needs of deprived, diverse communities
5. Key Competencies	a. Putting others first b. Achieving Results c. Open to change d. Informed and informing e. Personal Progress f. Partnership Working g. Problem Solving