

Created	February 2019
Updated	April 2021



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Job Profile

Job Title: Building Surveyor

Reporting to: Senior Asset Surveyor

Location: Any PCH location

Job Purpose

To act as the Technical and Design Authority for Plymouth Community Homes built assets, providing specialist professional advice for the strategic management of PCH built assets towards the achievement of the organisation's corporate goals.

This requires an understanding of the nature of the tenancy agreements regarding property repairs, improvements, alterations, and use. The Building Surveyor requires a knowledge of how to determine maintenance needs from both technical and functional perspectives, health and safety and other statutory requirements relevant to managed occupied residential property, and an understanding of how maintenance planning, procurement, and monitoring functions are formulated and operated.

The Building Surveyor will undertake the inspections of PCH properties and they require a detailed knowledge of building construction and pathology in order that they can effectively provide analysis of defects, and report on the likely resultant risks from failures in building fabric.

The Building Surveyor should have a detailed working knowledge of the procurement routes and tendering procedures used on their projects and be able to give reasoned advice on the appropriateness of various procurement routes. The Building Surveyor will also manage the tendering and negotiation process and present reports on the outcome.

Main Duties and Responsibilities

- To undertake the inspection of property and provide detailed reasoned advice regards the management of that property to ensure PCH meets its statutory obligations and corporate asset management objectives
- To manage the procurement of advanced inspections undertaken by others, and to interpret and provide advice in relation to results of those surveys

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- To identify emergency / health and safety repairs and to instruct appropriate remedial measures
- To update survey results onto the relevant IT system and to interrogate asset data to identify trends of disrepair for asset management planning
- To assist the Senior Surveyor in the development of block maintenance and planned maintenance programmes
- To manage the design and specification of a building project from outline proposals to the completion of the tender process, to also include post construction sign off and inspection, to include the management of third party Consultants
- To provide technical advice and writing specifications on small, more complex works, as and when required, ensuring compliance with Building Regulations and other relevant legislation
- To submit planning and building regulation applications
- To act as a mentor for graduate and assistant surveyors to enable them to become a Member of RICS
- To work flexible hours as per the needs of the service and to participate on the on call rota if required
- To deputise for the Senior Asset Surveyor as required

No job description can be entirely comprehensive and the job holder will be expected to carry out such duties as may be required from time to time consistent with the status and responsibilities of the role within the organisation.

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Plymouth Community Homes
PERSON SPECIFICATION
Building Surveyor

Requirement	Essential	Desirable
Experience	Professional consultancy background with 3-5 years PQE	Some housing experience
Knowledge Legal; and Regulatory Compliance	<p>Provide reasoned advice and recommendations so that PCH can comply with legal regulatory requirements for the provision of Social Housing.</p> <p>Provide advice to PCH in respect of their statutory obligations and all relevant legislation pertinent to the built environment, particularly:</p> <ul style="list-style-type: none"> • Building Act and Regulations • National Planning Policy Framework and planning procedures. • HGCRA 1996 and Local Democracy Economic Development and Construction Act 2009 • Knowledge of the decent homes standard. • Construction (Design and Management) Regulations 2015 • Housing Health and Safety Rating System • The Control of Asbestos Regulations 2012 • The Regulatory Reform (Fire Safety) Order 2005 	
Knowledge Design	Sufficient knowledge to carry out the design and specification of a building project from outline proposals to the	

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	<p>completion of the tender process, to also include post construction sign off and inspection:</p> <ul style="list-style-type: none"> • Knowledge of the specification process, including detailed knowledge of the main methods of specification • Knowledge of the design and specification process, and developing tender packages for works • Advising the internal Client regarding design options, cost, and expected programme durations for the project • Taking ownership of the risk register and advising on appropriate risk mitigation strategies • Managing the design process to incorporate design works by external consultants in the development of the tender package 	
<p>Knowledge Housing Management</p>	<p>Providing assessments of condition and wants of repair for individual buildings or portfolios of residential properties:</p> <ul style="list-style-type: none"> • Recommending proposals for maintenance and refurbishment/improvement programmes to the internal Client • Recommending budget and expenditure reports and predictions for building maintenance needs • Analysing proposed construction costs submitted by others and recommending to Management how to progress these 	
<p>Knowledge Inspection and Pathology</p>	<p>The Building Surveyor will undertake inspections and give reasoned advice and recommendations through:</p> <ul style="list-style-type: none"> • Analysing information gathered from inspections to formulate the necessary remedial/preventative actions and making recommendations on the choice of construction solutions for PCH built assets 	

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	<ul style="list-style-type: none"> • Preparing detailed Building Survey reports, containing detailed information, conclusions and recommendations • Assisting in providing detailed reasoned advice relating to claims for disrepair, including analysis of lease documentation • Interpret and provide advice in relation to results of advanced inspections undertaken by others. 	
Skills / Abilities	<p>Excellent IT skills with the ability to use a tablet, MS Office and PCH's core systems for Asset Management and Housing Management (with training)</p> <p>To be self-motivated with the ability to manage own work load.</p> <p>The ability to work quickly and accurately to achieve deliver high quality surveys whilst achieving the required level of output.</p> <p>The ability to work as part of a team and work collaboratively with internal colleagues and external stakeholders.</p> <p>The ability to assist the Senior Asset Surveyor in achieving corporate goals.</p>	
Qualifications	<p>To be educated to RICS Approved Diploma or Degree level in Building Surveying.</p> <p>To be a Chartered Member of one of the following with Post Qualification Experience.</p> <p>Royal Institution of Chartered Surveyors (RICS)</p> <p>Chartered Institute of Building (CIOB)</p> <p>Royal Institute of British Architects (RIBA)</p> <p>Or</p> <p>Chartered Institute of Architectural Technologists (CIAT)</p> <p>To have or be prepared to work towards a relevant Health and Safety Qualification.</p>	Proficiency in AutoCad or other design software desirable

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	To be committed to CPD and remain up-to-date with current legislation. Full Driving Licence.	
Physical Requirements	The ability to visit all PCH sites. The ability to climb ladders and work at heights or in confined spaces and manage equipment.	

Note: PCH is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties, of its jobs.

GENERAL RESPONSIBILITIES

1. Confidentiality

The post holder must maintain confidentiality of information about staff and residents and Plymouth Community Homes (hereinafter referred to as PCH) business and be aware of current Data Protection legislation

2. Standards of Business Conduct

PCH expect all employees to maintain the highest standards of personal and business conduct at all times. The handbook sets out the PCH expectations under sections: Code of Conduct and Declaration of Interests, copies are available from the Human Resources Department at Plumer House.

3. Health & Safety

The post holder should be aware of the responsibility placed on employees under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment.

4. Equality & Diversity

PCH is opposed to direct and indirect discrimination and aims to promote equal opportunities. Any employee of PCH is required to treat all colleagues, customers, stakeholders and partners equally, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

All employees must abide by these principles and comply with PCH policies and strategies in support of these principles which may be issued from time to time by PCH.

5. Training and Development

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To attend appropriate training courses and supervision meetings as required.

6. Communication

To attend staff and team meetings.

7. Risk Management

Consider and follow the PCH Risk Management processes when participating in service planning and delivery.

PURPOSE OF A JOB DESCRIPTION

This is a description of the job as it is presently constituted. Job descriptions are reviewed and updated when considered necessary to reflect any changes to the job being done and to incorporate changes. Employees will be consulted on any changes in their job description in a meeting with their line manager. If agreement is not possible PCH reserves the right to insist on changes by adding to, taking away or substituting duties; provided that in doing so we do not change the fundamental nature of the post.

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PCH Competency Framework

	Competency	The PCH Colleague
Leadership	Supporting employee growth	Keen to learn more about their role and the organisation and to build and acquire new skills and knowledge. Actively takes part in training opportunities they attend or take up.
	Interpersonal style and integrity	Has an enthusiastic and positive “can do “ attitude. Takes pride in doing a good job and contributing to PCH success and tenant satisfaction. Has good working relationships with colleagues and managers. Acknowledges the contribution made by others.
	Setting and monitoring direction	Understands the job and the performance standards required. Thinks about what they are doing and takes action to correct or improve their performance. Is eager to learn new skills and do new things, checks and asks for help at the right time.
Driving Business Performance	Quality and Standards	Understands what high quality customer service looks like and constantly aims to deliver this. Thinks about how they can improve their contribution. Works accurately.
	Strategic Focus	Understands the key components of the business plan and makes a connection between this and the work they do. Recognises how their role fits into the “big picture”
	Understanding our business	Understands the role of the social housing sector and how it operates. Understands how their job fits into the business and that doing a good job themselves makes it stronger.
	Planning and organising	Can organise their work effectively on day to day basis and can plan and manage their time to deliver agreed targets.
	Problem solving/ decision making	Thinks about how things are done and how to improve. Open to new ways of working. Suggests areas for change that may help us provide a better service or be more efficient.
	Managing change	Accepts that change is a function of continuous improvement. Is comfortable with change and looks to use it as an opportunity to improve performance and the service we give.
	Communications and influence	Listens to managers and colleagues. Shares information to the right people at the right time. Aims to ensure key messages are delivered in a clear and timely way. Sees communication as a 2 way process.
	Managing finance, resources and risk	Understands the impact of their work and the choices they make on our costs. Tries to give value for money to the company and customer
Part of the Team	Digital Literacy	Takes ownership and responsibility for good customer service. Has good working relationships with customers, courteous and helpful, follows the Mary Guber principles. Manages customer expectations and keeps promises made. Sees things from a customer perspective and learns and improves from customer feedback.
	Team working	Plays an active part in making their team successful. Puts team above self. Carries out their role effectively and supports colleagues. Contributes actively to team meetings and activities.
	Partnerships	Understands that a successful Social Landlord needs social partners to make things happen and cooperates with them when necessary and appropriate
	One organisation	Embraces the values and beliefs of PCH and demonstrates them in their day to day performance of the role. Good ambassador for PCH and tells others good things about us.
	Diversity, community and society	Understands that we are all different and might need a different approach or some consideration to achieve the same goals.

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