

## JOB DESCRIPTION

**Job title:** Estate Surveyor

**Reports to:** Senior Surveyor

**Line Management:** None

### Job summary

Cover Trust properties primarily in given area, to undertake regular estate and property inspections initiating remedial actions where necessary.

Identify H&S issues, structural defects, repairs and improvements that are needed and recommend specification for implementation as well as engage and manage contractors.

Carry out pre inspections to identify and specify remedial works to internal dwellings as well as carry out post inspections to ensure that all works complies with the Trust's standards before payment or reporting back on non-compliance with recommendations.

Manage the processes around third party requests such as aids and adaptations, tenant improvements, party wall, boundary issues, insurance claims, planning applications and any other technical matters relating to the Trust's property assets.

Manage and deliver the Trust's voids and void contractors in the given Area , ensuring repairs and upgrades are undertaken to a high quality and in a timely manner to maximise income.

To be responsible for maintaining records, providing regular updates on performance and quality standards, reviewing the effectiveness of repairs, deal with complaints and to promote continuous improvement.

Specify, tender and project manage planned works and ensure delivery within timescales and budget.

To support the effective management and monitoring of health and safety, by ensuring the clear demonstration of compliance with all relevant regulations in order to meet our legal obligations.

To provide a professional, technical and practical building surveying approach in the delivery of all surveying functions on behalf of the Trust to ensure that legal and statutory obligations are met.

Undertake any other duties commensurate with the salary of the role.

This is a home based position with extensive travel involved within the given area.

Attend regular team meetings (approx 6 times per annum) at any of Haig Housing Trust's estates as well as occasional training sessions at Head Office in Victoria including induction.

### Person Specification

	ESSENTIAL	DESIRABLE
<b>Qualifications / Education</b>		
Formal qualification (minimum HNC) in building related discipline		x
Minimum of five years' experience in a similar role	x	
IT literate in Microsoft Office and Outlook	x	
<b>Knowledge, Skills &amp; Experience</b>		
Excellent time management and organisation skills	x	
Customer focused, good communicator with excellent problem solving skills including dealing with customer complaints	x	
Evidence of delivering value for money, efficiency and service improvement	x	
Evidence of dealing with disrepair cases		x
Proven knowledge and experience in building safety and all aspects of H&S	x	
Capable to diagnose and provide technical solutions in varied building maintenance matters (damp, structural defects etc)	x	
<b>Personal Qualities</b>		
Dynamic, flexible and innovative, leads change using best practice from other sectors	x	
Team player who works efficiently with other stakeholders	x	
Self-motivated, unafraid to challenge and be challenged, lives organisational values	x	
Able to build relationships, trust & credibility with diverse audiences	x	
A problem solver, with clear evidence of a proactive, collaborative & agile mindset		x
Clear identification with charitable purpose and tireless working for beneficiaries		x
A clean driving licence	x	

Summary only – all aspects subject to variation