

HAIG HOUSING JOB DESCRIPTION

Job title: Estate Surveyor

Reports to: Senior Programme and Asset Manager

Line Management: Nil

Job summary

- Be responsible for Trust properties, primarily in a dedicated area, to undertake regular estate and property inspections, initiating remedial actions where necessary.
- Identify H&S issues, structural defects, repairs and improvements that are required, and recommend specification for implementation as well as engaging and managing contractors.
- Carry out pre-inspections to identify and specify remedial works, as well as completing post works inspections to ensure that all completed works comply with the Trust's standards before payment or reporting back on non-compliance with recommendations.
- Manage 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 your given area, ensuring repairs and upgrades are undertaken to a high quality and in a timely manner to reduce empty periods and 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 London including induction.

Person Specification

Qualifications / Education	ESSENTIAL	DESIRABLE
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	
Knowledge, Skills & Experience		
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	

**Summary only – all aspects subject
to variation**

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Capable to diagnose and provide technical solutions in varied building maintenance matters (damp, structural defects etc)	x	
Personal Qualities		
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**