

## JOB DESCRIPTION



**Job Title** Senior Building Surveyor - Compliance

**Salary** £39,782 - £44,632  
Plus London Weighting £609  
Golden Hello of up to a maximum of 5% salary within first month's pay  
Retention payment up to a maximum of 5% payable following successful completion of 18 months service

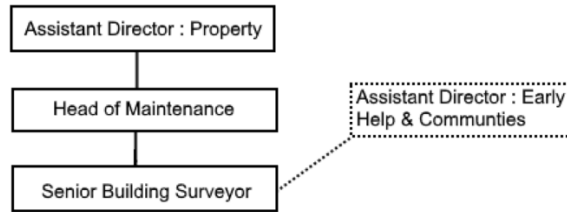
<b>Directorate:</b>	Delivery	<b>Section/Location:</b>	Corporate Property
<b>Grade/Salary Range:</b>	BG/E	<b>Work style:</b>	Home/flex

### Key Objectives of the role

- To lead on the Council's residential property surveyor function, responsible for the health and safety of tenants, other visitors, neighbours and the public at large for the properties that are under the Council's ownership, leasing arrangements and / or for which the council has a landlord's legal responsibility, under The Landlords and Tenants Act 1985, to ensure that properties are safe to rent out and live in. To undertake the same duties, in respect of Downshire Homes Ltd (DHL) and third parties, where the council has discharged its statutory duties by placing tenants in privately held accommodation.
- To lead on the Bracknell Forest Council Stock of circa 80 properties (mixed type and tenure including accommodation for homeless households, and dwellings with shared facility 'hostels' (HMOs)). To provide similar services to DHL's 65 managed properties, working with the RSL who have tenants placed at these addresses and meeting the standard set for private sector landlords.
- To provide design and specification information suitable for tender to contractors which will be incorporated as part of the planned works programme or within various capital schemes as required. You will be expected to manage the project budgets and provide regular reporting to the Head of Maintenance.
- To support the Head of Property Maintenance & Facilities and the Assistant Director: Early Help & Communities.

### Designation of post and position within departmental structure

- The post reports to the Head of Property Maintenance & Facilities who is responsible to the Assistant Director: Property. Corporate Property has 21 staff which covers Property Services, Construction & Maintenance, Health & Safety and Facilities. The role will also report to the Assistant Director responsible for Housing as the principal client for the role.



### Daily and monthly responsibilities

- To be responsible for ensuring the delivery of organisation's compliance and improvement projects with regards to servicing, maintenance and repairs contracts ensuring compliance with government standards and legislative requirements for all its Housing stock.
  - To liaise and represent the council with the Fire and Rescue Services, Housing Management and external agencies with regards to fire safety audits and vulnerable persons requiring measures to be put in place to reduce personal risk.
  - Provide direction to residents, Housing Officers and ancillary staff to ensure the council meets its duties in accordance with the Fire Safety Order.
  - To liaise with and assist the Head of Maintenance and the Assistant Director: Property in developing future servicing, maintenance and repair projects and programmes.
  - To lead on preparing specifications and conditions of contract necessary to tender and place orders and let contracts for all servicing, maintenance and repair projects.
  - To liaise with the Compliance & Projects Manager and the Asset Manager in the design and implementation of a comprehensive range of effective performance management measures and ensure these are produced to the agreed standard, and at the agreed intervals, to promote continuous improvements in the development of the service.
  - Develop close working relationships with key contractor personnel and use partnering techniques to look for and implement innovative solutions and improvements by working together.
  - To be the lead officer on providing advice to other departments within the Council on servicing and maintenance contract matters. Ensuring that staff are kept informed of changes in statutory requirements and building contract legislation. Assist the Compliance and Projects Manager in monitoring, controlling budgets and financial plans relating to servicing, maintenance and repairs projects allocated to the role.
  - Manage and monitor both contractors and consultants. Where standards are not being met, to implement systems to resolve these matters independently and without supervision.
  - To develop effective communication with tenants on service standards and delivery of projects.
  - To keep up to date with best practice and changes in legislation to enhance service
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development and encourage appropriate innovation to improve services to tenants.

- To ensure the contractor has a safe system of work in operation during all works on site and that all operations are carried out under the Health and Safety at Work act are observed and strictly adhered to by the contractor reporting on and monitoring Health and Safety compliance.
- Preparing information suitable for tender to contractors, as part of the annual planned works programme or within capital works schemes as applicable.
- Carry out appropriate 121s and annual appraisals and attend Briefing meetings as required.
- To manage staff as appointed within the Construction and Maintenance Team, including: carrying out 6 monthly and annual appraisals with team members; monitoring and managing the maintenance staff time, holidays and sickness absence; carrying out and managing staff sickness absence, ensuring back to work interviews are held and recorded.

#### **Scope of role**

- Accountable to Head of Property Maintenance & Facilities and the Assistant Director: Early Help & Communities.
- Budget responsibility £2m pa as part of planned works and compliance schemes.
- Responsible for development and maintenance of all relevant building safety policies and procedures.
- Staff – 1 direct reporting.

Reporting to: Head of Property Maintenance & Facilities, with regular reporting to the Assistant Director: Early Help & Communities.

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***Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.***

## PERSON SPECIFICATION

KEY CRITERIA	REQUIRED	PREFERRED
<b>Skills and qualifications</b>	<p>Degree in Construction or equivalent</p> <p>Evidence of continuing professional development</p>	RICS or CIOB
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Experience in the residential property sector</p> <p>Good written &amp; verbal communication skills and negotiation skills</p> <p>Good IT skills including working knowledge of Word, Excel, Outlook and MS project</p> <p>Good organisational and trouble shooting skills</p> <p>Ability to schedule workloads and to work to deadlines, particularly under pressure</p> <p>Proven working knowledge of the Regulatory Reform Fire Safety Order 2005</p> <p>Good working knowledge of building regulations</p> <p>Ability to chair meetings and inspire confidence among a wide range of service users.</p> <p>Trained/Experienced &amp; Qualified Fire Risk Assessor</p> <p>Extensive knowledge of Health &amp; Safety legislation, including CDM Regs</p> <p>Supervision of contractors and consultants</p> <p>Work alone unsupervised or as part of a team</p>	<p>Working in a Local Authority/Social Housing environment</p> <p>Experience of delivering projects and programmes</p> <p>Experience of managing a consultant</p> <p>Knowledge of Local Authority procedures</p> <p>Knowledge of EU procurement regulations</p> <p>Experience of dealing with partnering contracts</p> <p>Knowledge of Housing Act 2004</p> <p>Experience of using AutoCAD</p> <p>Experience in using NBS or specification writing software</p>
<b>Work-related Personal Requirements</b>	<p>Caring attitude to service users</p> <p>Commitment to the provision of quality services, sensitive to the needs and preferences of clients</p> <p>Ability to meet deadlines</p> <p>Team player / articulate</p> <p>Driven and focussed on successful delivery</p> <p>Full driving licence for use of carrying out duties</p>	Ability to negotiate in a mixed environment
<b>Other Work Requirements</b>	<p>Attendance at some evening meetings</p> <p>A satisfactory enhanced disclosure from the Disclosure &amp; Barring Service</p>	

**KEY CRITERIA**

**REQUIRED**

**PREFERRED**

**Role models and demonstrates the Council's values and behaviours**

