**Private Sector Housing, Regulatory Services**

**Private Sector Housing – Senior Surveyor (Disabled Facilities Grants)**

**Salary Scale: NNC Band 8 (£46,731.00 - £49,764.00) –**

**Full time permanent post**

North Northamptonshire Council is a young unitary Council with big ambitions for the future of the area and the wellbeing of its residents.

The Council’s main ambition is to become an Employer of Choice whilst continuing to build a modern council with its residents at its heart. As the Council is now entering a new phase of “One Council” approach in improving public services, in our team, we are determined to provide assistance to vulnerable, elderly and disabled residents. We assist residents to remain living independently in their homes or help them with moving to a more suitable property as well as enable hospital discharges and delay the need for care.

Do you want to help us make a difference?

This is a rare opportunity to help make this difference as a Senior Private Sector Housing Surveyor, assisting with the delivery of mandatory Disabled Facilities Grants (DFGs).

You will work as part of a team of 10 and you will liaise closely with Occupational Therapists, the in-house Surveyors and Grant Support Officers, the applicants and other stakeholders such as Housing Associations, landlords, charities and contractors to deliver grant funded housing adaptations and improvements.

You will be responsible for the design and production of all work packages, planning, building regulations and tendering, for all complex cases including extensions and garage conversions. You will be involved with each case from start to completion, including surveys and feasibility visits. Additionally, you will be responsible for training and supervising the team of Surveyors by answering questions, checking their work and drawings, advising and assisting at all stages of the process to deliver mandatory Disabled Facilities Grants. You will be supervised by and report directly to the Disabled Facilities Grants Manager.

We are looking for an enthusiastic, hard working new member to join our team and work with us to deliver our challenging aspirations for the area. Our main focus is to support vulnerable, elderly and disabled residents by providing mandatory and new discretionary grants in line with the Private Sector Housing Assistance Policy. Our aim is to assist as many residents as possible in the private sector and make sure our work has a positive impact on those in need of housing adaptations currently suffering financial hardship.

The successful candidate should have a good standard of education to A Levels, HND or equivalent, including a degree or diploma and a professional membership of a chartered body such as ARB, RICS, CIOB. It is essential to have extensive experience in case project management, supervising contracts for building works, involving preparation of AutoCAD drawings, technical specifications and managing interim payments, variations and final certifications and payments.

Ability to demonstrate up to date knowledge of building construction and relevant regulations, extensive experience of using AutoCAD and excellent communication skills, both verbal and writing, are essential for this role. Experience of working in building surveying with a local authority or management of aids and adaptations schemes or dealing with the delivery of disabled facilities grants is desirable.

Presentation of portfolio is required at the job interview. This should include CAD drawn former work examples with emphasis on planning, building regulations and tender packages. The work can be presented electronically on a device such as laptop or iPad.

For an informal discussion, please contact Elina Passari, Interim Lead for Disabled Facilities Grants by e-mail: [elina.passari@northnorthants.gov.uk](mailto:elina.passari@northnorthants.gov.uk)

Closing date for applications: Sunday, 13th April 2025

Interview date: Wednesday, 23rd April 2025