



North Northamptonshire Council Job Description and Person Specification

Private Sector Housing Surveyor

Service Area: Private Sector Housing - Regulatory Services

Team: Disabled Facilities Grants Team

Reports to: Disabled Facilities Grants Manager

Salary scale: Apprenticeship Level - NCC Band 7

Responsible for: N/A

Purpose of the job

To assist the Disabled Facilities Grants Team in Private Sector Housing, with the survey, design and tender package for the operational delivery of mandatory adaptation grants.

To provide advice and support throughout the process to clients, contractors and Occupational Therapists.

Principal responsibilities

1. To visit clients in their own homes to discuss their needs and advise on adaptations available to them in conjunction with the Occupational Therapy Service.
2. To survey, prepare technical schedules of work/specifications and drawings, as appropriate, taking into account the recommendations of the Occupational Therapist, as well as the client's own needs and wishes.
3. To liaise with external consultations, including architects, engineers, solicitors, banks, building societies, the Occupational Therapy Service, social workers and voluntary organisations where necessary to make timely progress with cases.
4. To obtain quotations from approved contractors and/or contractors requested by clients, complete evaluations and make recommendations accordingly.
5. To prepare files for tendering exercises and evaluate tenders where applicable.

6. To co-ordinate and submit applications for planning permission, building regulations approval and party wall where appropriate.
7. To keep the client informed on progress with their adaptation.
8. To monitor works to ensure that they are carried out to the approved standard, and to negotiate in the best interest of the grant and assist the client if deemed necessary, while the contractor is on site”.
9. To carry out final inspections once works have been completed to ensure that the works are to the required standard and to the client’s satisfaction.
10. To ensure that any defects are remedied within the defects liability period.
11. To monitor expenditure against agreed contracts and budgets, making recommendations for payment when necessary.
12. To maintain accurate electronic and sometimes paper records at all stages of all grant applications.
13. Provide data and information to the Senior Private Sector Housing Surveyor and/or Disabled Facilities Grant Manager as requested, for regular reporting and performance monitoring purposes.
14. To maintain up to date databases and records across the appropriate software package.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.
4. Undertake learning and development as agreed in probationary reviews, personal development reviews or any such framework in order to meet corporate, service and individual targets. The post-holder must be prepared to gain, additional relevant technical qualifications as the demands of the service may require and will be expected to have a professional approach to the furtherance of his/her knowledge in all areas of the Council’s work and to promote personal and professional development.
5. The post holder must be willing to travel, must hold a valid, current UK driving licence and provide their own car.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



Person Specification

Attributes	Essential criteria	Desirable criteria
<p>Education, Qualifications and Training</p>	<p>A good overall standard of education, e.g. A Levels, HND.</p> <p>A professional qualification in Building Studies/Construction.</p>	<p>Educated to degree level in relevant subject.</p> <p>Additional post graduate qualification in a building surveying or related subject.</p> <p>Professional membership of chartered body, e.g. ARB, RIBA, RICS, CIOB</p>
<p>Experience and Knowledge</p>	<p>Experience and / or awareness of building surveying / design or other housing / construction related fields.</p> <p>Experience and / or awareness in case project management, supervising contracts for building works, involving preparation of technical specifications, interim payments, variations and final certifications.</p> <p>Understanding of building construction, health and safety, and building control procedures.</p> <p>Awareness of procurement processes including arranging and supervising contracts.</p> <p>Ability to successfully operate in a multi-disciplinary and develop good working relationships with colleagues.</p> <p>Experience and /or awareness of using AutoCAD.</p>	<p>Previous experience of working in a local authority Disabled Facilities Grants team.</p> <p>Experience in drawing up design proposals, re-configuring spaces and designing extensions.</p> <p>Previous experience of working with vulnerable households.</p> <p>Good knowledge of building construction and building surveying.</p> <p>An awareness and understanding of the Grants, Construction and Regeneration Act 1996</p>

Attributes	Essential criteria	Desirable criteria
	Experience in Microsoft Office and other software applications.	
Ability and Skills	<p>Good numeracy skills with an ability to monitor and control project expenditure.</p> <p>Ability to organise and prioritise own workload</p> <p>Able to demonstrate excellent communication skills, both written and oral.</p> <p>Ability to work to tight deadlines and be flexible in work approaches.</p> <p>Able to demonstrate problem-solving skills.</p> <p>Ability to develop and maintain good working relationships with a wide range of customers, stakeholders, and partners.</p>	<p>Proven experience in carrying out detailed inspections of domestic properties.</p> <p>Experience of drawing up schedules of work.</p>
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	