# North Northamptonshire Council

# Job Description and Person Specification

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| **Private Sector Housing Senior Surveyor** |

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| **Service Area: Private Sector Housing - Regulatory Services**  **Team: Disabled Facilities Grants Team** |
| **Reports to: Disabled Facilities Grants Manager** |
| **Salary scale: NNC Band 8** |
| **Responsible for: N/A** |

## Purpose of the job

Assist with mentoring, training and supervising a team of Surveyors that carry out duties involving survey, design and the production of tender packages, to deliver mandatory Disabled Facilities Grants.

To lead on the design and production of tender packages of complex cases including extensions and garage conversions, which provide adaptations to eligible residents.

To support the Disabled Facilities Grant Manager to deliver operational changes as required and to assist with any other operational management duties within the team.

## Principal responsibilities

1. To act as the senior technical advisor for Disabled Facilities Grants, providing legislative guidance and technical support to the other Surveyors and the Council.
2. Overall support and oversight of the production of design packages for tender for complex cases, to ensure that it meets internal policy; statutory and good practice requirements, to minimise the risks to the authority and protect public health.
3. To have direct supervisory responsibilities of the other surveyors in the DFG Team, including offering advice, answering queries and assisting at all levels of the process, where appropriate.
4. To make key decisions autonomously on construction project related matters which may affect approved works and budgets.
5. 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.
6. To 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.
7. 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.
8. To carry out feasibility visits for complex cases such as extensions and garage conversions and offer alternative solutions to satisfy the client’s needs and meet the OT recommendation.
9. To provide early cost on proposed construction projects in order for the appropriate budgets to be agreed and any financial contributions.
10. To produce scaled drawings in AutoCAD, as required to meet the needs and criteria of planning and building regulations submissions and tender packages.
11. To understand the responsibilities of the client and the principal designed under the current CDM Regulations.
12. To prepare tender packages, including detailed schedule of works specifications and drawings and to tender for the adaptation works in line with the Council’s procurement arrangements.
13. To obtain quotations from approved contractors and/or contractors requested by clients, complete evaluations and make recommendations accordingly.
14. To co-ordinate and submit applications for planning permission, building regulations approval and party wall where appropriate.
15. To attend pre-start meetings, interim site inspections, final inspections and check on works progress; to act on the client’s behalf in any negotiations while the contractor is on site.
16. To ensure standards of quality and compliance with the approved specification, including expenditure and to ensure that any defects are remedied within the defect’s liability period.
17. To collate all necessary certification / warranties and approve contractor payments before submitting for final authorisation.
18. To monitor expenditure against agreed contracts and budgets, making recommendations for payment when necessary.

## 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** |
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| Education, Qualifications and Training | A good overall standard of education, e.g. A Levels, HND.  Educated to degree or diploma level in PSH, EH, Building Surveying, or relevant equivalent experience.  Professional membership of chartered body, e.g. ARB, RIBA, RICS, CIOB | Additional post graduate qualification in a building surveying or related subject. |
| Experience and Knowledge | Up to date knowledge of building construction, health and safety, contract law, and building control procedures.  Extensive experience in case project management, supervising contracts for building works, involving preparation of technical specifications, interim payments, variations and final certifications.  Knowledge of procurement processes including arranging and supervising contracts.  Extensive experience of using AutoCAD.  Experience in Microsoft Office and other software applications. | Experience of working in building surveying with a local authority housing department, housing association or other housing related field.  Previous experience in the management of aids and adaptations schemes.  Evidence of continual professional development. |
| Ability and Skills | Able to demonstrate excellent communication skills, both written and oral.  Good numeracy skills with an ability to monitor and control project expenditure.  Ability to work to tight deadlines and be flexible in work approaches.  Able to demonstrate problem-solving skills.  Ability to develop and maintain good working relationships with a wide range of customers, stakeholders, and partners.  Innovative approach to problem solving and achieving value for money.  Self-motivated and able to work with a minimum of supervision. |  |
| 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. |  |