**Job Description **

**Damp and Mould Inspector (ref. 002027)**

**Reports to: Damp and Mould Surveyor**

**Responsible for - Directly: 0**

**Working environment: OFFICE/HYBRID**

**Working hours: Full time 37 hours over a 5-day week – flexibly**

**Fixed term 1 Year**

**Purpose of role**

* Assist in the delivery of an effective and efficient Asset management service, working collectively and collaboratively on the delivery of works to resident’s homes and communal areas and to carry out damp and mould inspections of properties to assess condition and identify required works required to bring properties to the Council’s required standards. To promote and provide effective and efficient high quality customer service

**Key result areas:**

* To carry out damp and mould inspections of properties to assess condition and identify required works to bring properties to the Council’s required standards
* To be responsible for the accurate inspection of properties, communal areas and estates to identify condition and identify required works
* To actively manage works under your control and escalate risks/unforeseen circumstances appropriately
* Ensure that all current HSE and Construction legislation is being adhered to on site as required.
* Support the delivery of service operational plans aligned to the council’s Housing Investment Plan implementation
* To ensure that works completed on site are as ordered and are of good quality.

**Main responsibilities**

* Ensure all report of damp and mould are attended too/completed as defined in the council’s damp and mould policy
* To complete damp and mould surveys as required to the Boroughs housing stock as defined by the policy
* Ensure damp and mould reports are accurate and reflect the issues in residents’ homes and are written in a timely manner as defined in the policy.
* Ensure completed works meet Asset’s and resident expectations and resolve the Issues
* Carry out post works inspections to confirm remedial work have resolved the damp and mould issues.
* Where fundamental damp and mould issues are found escalate to senior team managers.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Person Specification**

1. **Experience/ Knowledge**

Candidates must have proven experience working in a construction/building environment and be able to diagnose building faults also be numerate and literate and have an ability to provide high quality advice on behalf of the Asset Team. Experience of writing reports would be preferable.

**Essential**

* 1. Have through knowledge of the built environment
	2. Understand what causes damp and mould in properties and other building faults.
	3. Understand remedial actions to resolve damp and mould issues.
	4. Be confident in managing contractors and trades whilst works are delivered
	5. A flexible approach covering a wide range of services and to be able to resolve where possible customers enquiries at the first point of contact.
	6. Familiar with bespoke software use.
	7. Use of Microsoft Office.

**Desirable**

* 1. Report Writing Skills
	2. Have an understanding of HHSRS legislation
1. **Qualifications & Skills**

**Essential**

* 1. ONC in Building Construction
	2. Evidence of continued professional development

**Desirable**

* 1. Proven Building Construction background.
1. **Personal Qualities and Attributes**
	1. Self-awareness
	2. Openness and honesty
	3. Personal resilience
	4. Ability to work under pressure
	5. Probity and integrity
	6. Fairness and consistency

The following criteria will be tested at interview stage and does not need to be evidenced in an application form, CV or covering letter

1. **Agreed Behaviours Framework**
	1. Putting Great Yarmouth first
	2. Effective and open communication
	3. Respecting others
	4. Working together
	5. Embracing change
	6. Taking personal responsibility
2. **Our Cornerstones of Management and Leadership**
	1. Trust and Respect
	2. Communicate and Connect
	3. Lead and Inspire
	4. Ownership and Accountability
3. **Additional requirements**
	1. Basic DBS Check
	2. Ability to undertake site/home visits to customers