**Job Description **

**Managing Surveyor Assets**

**Reports to: Asset Manager**

**Responsible for - Directly: 6**

**Working environment: e.g., OFFICE/HYBRID/SITE VISITS.**

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

**Duration: Permanent**

**Purpose of role**

To lead and manage an effective and efficient Asset Management team. This involves working collectively and collaboratively as part of the Housing Asset Management Team providing leadership, which ensures the effective and efficient planning and delivery of works to resident’s homes and communal areas.

**Key result areas:**

* To be responsible for the day-to-day management and performance of all staff under your control
* To understand the Corporate Plan and Housing Investment Plan priorities and values and contribute to the delivery of these in the provision of high-quality services to local residents and communities
* To lead on delivery for Cyclical Decorations Projects, Damp and Mould eradication works, Disrepair Management, Acquisition/Disposal surveys and report on the financial viability of properties under options appraisal.

**Main responsibilities**

* To be responsible for the planning of inspection and remediation of programmes relating to existing homes. These include programmes of:
	+ Risk assessments.
	+ Invasive or non-invasive survey.
	+ Technical inspection and record taking.
	+ Cyclical Decoration, Programming and delivery.
	+ Associated external third-party audits of programmes of works.
* Responsibility to manage, recruit, and inspire a team of technical experts, using regular 1-2-1s and feedback techniques to develop a high performing team
* To actively manage & monitor project budgets within your control and assist the Asset Manager with the collation of yearly budgets.
* To be responsible for effective contract procurement which delivers high quality services, deliver ongoing savings, efficiencies and service improvements, through the effective planning and facilitating of regular contract reviews
* To be responsible for the monitoring, analysis, actions and reporting of data and management information in relation to the budgetary performance and effectiveness of projects of work being delivered.
* To Assist the Asset Manager with developing process around options appraisal for stock providing on value for money appraisals for senior manager decision.
* To be responsible for the development and upkeep of processes, procedures and technical specifications which translate legislation, regulation and best practice into programmes of delivery.
* Ensure the successful mentoring and development of projects surveyors, with Peer-peer learning and the sharing of best practice, creating a pipeline of talent with an eye to succession planning.
* To prepare and present reports where appropriate to the Management Team & Elected Members on service responsibilities.
* Actively engaging with residents in relation to their safety, promoting good safety behaviors, leading by example and building trusted and respected long-term relationships.
* To attend or facilitate meetings, working groups and other groups as required which could be external to the council.
* Ensure that all specified programmed work complies with current Building Regulations, Codes of Practice and Health and Safety legislation, CDM Regulations 2015, and any other statutory requirements or European Directives relevant to the specific work.

**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.**

**This post is politically restricted under the Local Government and Housing Act 1989 (as amended) and the Local Government Officers (Political Restrictions) Regulations, 1990 (as amended)**

**Person Specification**

1. **Experience/ Knowledge**

Candidates must have proven experience working in a construction/building environment and be able to manage team of surveyors, also be numerate and literate and have an ability to provide high quality advice with tight deadlines on behalf of the Asset Team.

**Essential**

* 1. Have through knowledge of the built environment and remedial working practices
	2. Understand how changing legislation can affect business programming
	3. Proven experience of managing Budgets. Ability to evaluate and manage risk and solve problems
	4. Ability to develop analytical spreadsheets & produce reports.
	5. Be able to influence and persuade to provide the best outcome for the council
	6. Ability to report on strengths and weaknesses of processes
	7. Can prioritize workload and is enthusiastic about new initiatives and keen to be involved
	8. Be confident and supportive in leading managing and motivating surveyors / contractors while services delivered.
	9. Respects other people’s point of view and can an justify and deliver unpopular /difficult decisions in a supportive manner.
	10. Has 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.
	11. Approachable, empathetic, with good listening skills across all business teams
	12. Excellent interpersonal skills with a proven ability to communicate effectively both orally and in writing
	13. Familiar with bespoke software use.
	14. Use of Microsoft Office.

**Desirable**

* 1. Having worked in similar role
	2. Be fully familiar and understand contract law and contract types.
	3. Be fully familiar with Leasehold legislation
	4. Be fully familiar with disrepair legislation.
1. **Qualifications & Skills**

 **Essential**

2.1 Educated to a good standard including a minimum qualification level equivalent to GCSE levels indicated by grades A to C including Maths and English (or equivalents

* 1. 2.2 HNC, or equivalent in Building Surveying or Building Studies / Construction or equivalent

A member of RICS / CIOB or equivalent institution, or be working towards corporate membership

 Evidence of continued professional development.

Pragmatic, creative approach to problem solving, can quickly identify and evaluate problems to reach a solution

Good organizational skills and able to meet tight deadlines.

Ability to progress a project from briefing to completion with the minimum of supervision.

Demonstrate the ability to produce and communicate technical information verbally and in writing.

Excellent social and communication/ negotiation skills to effectively work with managers and other stakeholders.

Ability to work on own initiative as an individual or as a team member.

**Desirable**

Proficient in using project management planning tools

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
	7. Highly developed political acumen and astuteness
	8. Ability to challenge self and colleagues constructively and sensitively.
	9. Commitment to seeking new ways of working to achieve continuous improvement
	10. Contribute to the development of good working relationships within the team.
2. **Behaviours (do not change)**
	1. Effective and open communication.
	2. Work together.
	3. Taking Personal Responsibility.
	4. Putting Great Yarmouth first.
	5. Respecting others.
	6. Embracing change.
3. **Our Cornerstones of Management and Leadership**

5.1 Trust and Respect

5.2 Communicate and Connect

5.3 Lead and Inspire

5.4 Ownership and Accountability