

**JOB PROFILE: Asset Management Surveyor**

**RESPONSIBLE TO:** Programme and Budget Manager

**PURPOSE:** To provide a professional surveying service for the purpose of repairing, maintaining and improving Teign Housing stock. To facilitate and administer work packages and programmes of planned works from conception through to completion ensuring that performance and completion targets are met throughout all activities, the highest standards of customer care, service, integrity and professionalism are met.

To work within the Company’s policies and procedures, ensuring that these are complied with throughout all activities within the scope of this role to ensure the highest standards.

**KEY ACHIEVEMENT AREAS:**

1. To carry out Fire Risk Assessments (if or once qualified) oversee the annual fire risk assessment programme and ensure that all recommendations from annual fire risk assessments are analysed and any works programmed within time/budget constraints ensuring 100% compliance is maintained.

Provide regular and accurate reports on progress against programme, current and projected expenditure and all relevant performance statistics to the Programme and Budget Manager and Health and Safety Manager.

To carry out surveys of Teign owned stock for the purpose of validating stock condition

information, provision of condition/dilapidation reports, repairs/improvement surveys, land

surveys for right to buy/acquire and boundary identification.

1. To work alongside Templer HomeBuild, our wholly owned subsidiary company, to provide an efficient and effective planned and cyclical maintenance works, concentrating on adherence to budget/programme and ensuring consistent quality standards. This includes providing assistance in agreeing and planning annual work programmes, annual validation of stock data, monitoring on site quality including KPIs, chairing monthly operational meetings and weekly update meetings, budget control/review, monitoring of quotes and designs, programme monitoring.
2. To carry out any Teign stock related projects that may arise for example: regeneration, energy efficiency, re-modelling etc.
3. To prepare Section 20 consultation notices including communicating with leaseholders, liaising with leaseholder groups and developing leaseholder charges in conjunction with the finance and legal teams in accordance with the S20 Leaseholder Consultation process. Also to assist Teign Housing’s legal and leaseholder representatives in the development of new leasehold agreements and Section 125 schedules.
4. To carry out any Teign stock related projects that may arise for example: regeneration, energy efficiency, re-modelling etc
5. To prepare work specifications and schedules, complete design drawings and/or procure appropriate design and to obtain Building Regulation and Planning approval where required for the works.
6. To undertake indicative risk assessments in accordance with the Housing Health and Safety Rating System (HHSRS) and action any findings as appropriate.
7. To certify interim and final accounts in respect of contract/partnering works under his/her supervision in accordance with approved expenditure, and Financial Standing orders.
8. To promote, liaise and communicate with Templer HomeBuild, tenants, tenant groups, leaseholders and tenant associations ensuring, through good communications and management, high performance and customer satisfaction in accordance with our service standards and key performance indicators.
9. To maintain good and clear lines of communication between Templer HomeBuild,

partner contractors, staff, tenants, tenant groups, leaseholders and outside

organisations. To include organising, attending and participating at tenant consultation

and resident group meetings as required.

1. In conjunction with Asset Management team and Templer HomeBuild, take responsibility

for the programming and scheduling of projects. Managing allocated projects within set

timescales and budgets, completing contract administration promptly and accurately to

satisfy audit.

1. To provide regular and accurate reports on progress against programme, current and

projected expenditure and all relevant performance statistics to the Programme and

Budget Manager and Property Services Manager for all contracts under his/her

supervision, and to report to Tenant groups and committees as and when required.

1. Manage external contractor performance in line with the contracts, conduct post contract

performance reviews, develop an improvement action plan and integrate within future

projects.

1. To maintain the Company's best interest at all times whilst promoting a professional and

positive image and having full regard to the interest of the public

1. Ensure specifications are kept up to date with relevant British Standards, Building

Regulations, Acts and ACOP references.

1. To integrate into the existing team and work closely with colleagues in other teams

across the wider organisation and in particular Templer HomeBuild, establishing,

developing and maintaining effective working relationships and promoting a culture of

team working, customer service, involvement, consultation and feedback helping to

drive continuous improvement and exemplar working practices.

1. Work flexibly to respond to changing priorities.

|  |
| --- |
| No job profile can cover every issue, which may arise within the post at various times, and the jobholder is expected to carry out other duties requested by line management. |

Signed by Post Holder: …………………………………………………………………..

Print Name:…………….…………………………………………………………………..

Date: …………………………………………………………………………………………