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| **PERSON SPECIFICATION:**  **Asset Management Surveyor** | cid:image001.jpg@01CEF7FE.BE775AD0 |

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| Competencies | **Essential** | Desirable |
| Abilities | Ability to diagnose building defects  A practical understanding and application of industry standard building contracts and procurement processes, contract management and administration  Knowledge of the Building Regulations and British Standards  Knowledge of Fire Risk Assessment process and management of actions arising.  Ability to analyse and interpret written and electronic data.  Ability to prepare professional reports and presentations  Thorough working knowledge and proficient use of Microsoft Office  Excellent written and verbal communications skills  Organisational/personal effectiveness/decision making skills  Familiarity of the Decent Homes Standard  Familiarity with Construction and Design Management (CDM) Regulations | Knowledge and understanding of the Homes (Fitness for Human Habitation) Act 2018  Familiarity with the Housing Health and Safety Rating System (HHSRS)  Knowledge and experience of MS Project or potential to learn.  Knowledge and ability to use CAD (computer aided design) software.  Theoretical knowledge of financial/budgetary control |
| **Qualifications** | Construction and/or Property related Qualification (degree level or equivalent) or minimum 10 years experience in an equivalent role.  NEBOSH Certificate in Fire Safety & Risk Management or willingness to attain qualification within 6 months of role commencement funded by Teign. | NEBOSH Certificate in Fire Safety & Risk Management.  Membership of a professional institute RICS/CIOB etc.  Asbestos - P402 or P405 |
| **Experience** | Preparation of work specifications and drawings and submission of planning applications  Potential to develop effective working relationships with a varied customer and partner group  Experience of managing planned maintenance programmes  Understanding of Contract Management and experience of partnering type contracts.  Stock condition surveys and collection of property component data. | Social housing and the regulatory environment  Potential to develop contract/partnering agreements.  Cost Model and Open book accounting and E-tender systems  Knowledge of life cycle costing  Section 20 Consultation of Leaseholders |
| **Commitment** | To use initiative and team work to provide the best possible service to customers and tenants  To continuous improvement  To equality and diversity  Training and personal development |  |
| **Special Conditions** | Current, clean driving licence and use of own vehicle  Willingness to work flexibly outside normal working hours if required  Ability to access lofts and confined spaces within dwellings and to climb ladders and scaffold to gain access to elevated parts of residential properties  Work with confidential information in accordance with General Data Protection Regulation 2018. |  |
| **Other Attributes** | Self motivated  Team Player  Flexible  Diplomatic in all situations  Persuasive  Calm under pressure |  |