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

|  |  |  |
| --- | --- | --- |
| Competencies | **Essential** | Desirable |
| Abilities | Ability to diagnose building defectsA practical understanding and application of industry standard building contracts and procurement processes, contract management and administrationKnowledge of the Building Regulations and British StandardsKnowledge 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 presentationsThorough working knowledge and proficient use of Microsoft OfficeExcellent written and verbal communications skillsOrganisational/personal effectiveness/decision making skillsFamiliarity of the Decent Homes StandardFamiliarity with Construction and Design Management (CDM) Regulations | Knowledge and understanding of the Homes (Fitness for Human Habitation) Act 2018Familiarity 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 applicationsPotential to develop effective working relationships with a varied customer and partner groupExperience of managing planned maintenance programmesUnderstanding of Contract Management and experience of partnering type contracts.Stock condition surveys and collection of property component data. | Social housing and the regulatory environmentPotential to develop contract/partnering agreements.Cost Model and Open book accounting and E-tender systemsKnowledge of life cycle costingSection 20 Consultation of Leaseholders |
| **Commitment** | To use initiative and team work to provide the best possible service to customers and tenantsTo continuous improvementTo equality and diversityTraining and personal development |  |
| **Special Conditions** | Current, clean driving licence and use of own vehicleWillingness to work flexibly outside normal working hours if requiredAbility to access lofts and confined spaces within dwellings and to climb ladders and scaffold to gain access to elevated parts of residential propertiesWork with confidential information in accordance with General Data Protection Regulation 2018. |  |
| **Other Attributes** | Self motivatedTeam PlayerFlexibleDiplomatic in all situationsPersuasiveCalm under pressure |  |