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**Belle Isle Tenant Management Organisation**

**Job Description**

**Job Title: Repairs and Investment Surveyor**

**Grade: PO2**

**Belle Isle TMO - Mission and Aims**

The postholder will be employed by Belle Isle TMO and will work towards helping Belle Isle TMO achieve its mission which is to Build a Better Future for Belle Isle. In addition the postholder will contribute to Belle Isle TMO’s aims which are to;

 Provide High Quality Services

 Help build a safer and stronger community

 Be a well-run Tenant Management Organisation

**Belle Isle TMO Values**

The postholder will support Belle Isle TMO’s core values which are;

 High standards of governance, accountability, leadership and probity.

 Working together sharing our skills, knowledge and experience, developing and nurturing each other in a supportive and inclusive environment, caring for

one another and encouraging trust and mutual respect.

 Doing things to the best of our ability and providing the highest quality of service, aiming to do things right the first time, every time, undertaking regular monitoring against agreed targets, to provide a consistently improving service.

 Ensuring an atmosphere of respect, integrity, fairness and trust - At all times we will be open and honest with each other, treating people fairly, respecting our differences and challenging inappropriate behaviour through our agreed policies and procedures.

 Developing good communication that is clear, accurate and appropriate. We

will actively listen to and value each other’s points of view and provide an

environment where people are happy to share ideas and information in a variety of ways

**Overview of the job**

Inspection of occupied and vacant properties including; preparation of schedules of work, allocation of jobs to contractors, supervision of works in progress and on completion, to post inspect, check and authorise any amendments, and to ensure that annual stock condition surveys are completed within timescale.

Contribute to the planning and delivery of planned investment programmes.

Forestry/tree operations and referrals, grounds maintenance contract; annual environmental and footpath inspection programmes. Close liaison with the Head of Repairs and Maintenance on all aspects of the operational performance of the responsive repairs, voids and planned works services.

**Specific Duties**

1. Day to day monitoring of contractor performance for repairs and maintenance contracts including management of variations to work orders; coordination of a rigorous pre and post inspection process of all responsive repair, planned and void work; ensure all on site work practices adhere to current Health and Safety requirements.
2. Coordinate void repairs from receipt of notice to re-let to ensure target turnaround times are achieved
3. Carry out post inspection and snagging of completed works and oversee completion to a high standard.
4. To carry out the annual inspection regime of secondary footpaths within the Belle Isle TMO management area. To arrange reactive repairs and prioritise areas where future investment is required.
5. To ensure that annual stock condition surveys are completed within timescale and the verification process is undertaken promptly and liaise with the Head of service to identify future capital and revenue investment needs and assist in their procurement.
6. To process tenant and local resident requests to undertake own alterations to properties and/or boundaries.
7. Deputise for the Head of Repairs and Maintenance when appropriate and undertake tasks and duties commensurate with the postholders grade.
8. Monitor budgetary spend and identify under/ overspends and escalate as appropriate

It should be noted that the above tasks are subject to occasional changes to incorporate other commensurate duties and responsibilities to organisational change/review and to assist flexibility. The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post as specified by the Chief Executive and the Board.

**Person Specification**

Detailed below are the type of skills, experience and knowledge which are required of the post holder. The “Essential Requirements “indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under “Desirable Requirements” are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

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| **Area** | **Essential** | | **Desirable** |
| **Experience** | Considerable experience as a property surveyor. | | Knowledge and understanding of social housing |
| JCT Measured Term Contract management | | Experience of working with Boards and Committees. |
| Experience of compliance with strict health and safety policies. | |  |
| **Knowledge**  **and**  **Qualifications** | BTEC/Equivalent in a Building Construction/Surveying subject. | | HND/ HNC qualifications in the building construction industry  RICS membership |
| Knowledge of construction legislation and CDM regulations. | | Good understanding of Financial Regulations and Standing Orders. |
| Have an excellent working knowledge of office and I.T. systems and their usage | |  |
| **Skills** | Intermediate level Microsoft Excel, Word and Outlook | |  |
| Ability to extract and analyse stock condition data to develop a forward plan. | |
| Ability to communicate effectively with a wide range of people through all mediums and maintain good working relationships. | |
| **Area** | **Essential** | **Desirable** | |
| **Skills** | Excellent organisational and time management skills. |  | |
| Collaboration and Team work |
| **Values and**  **Attitudes** | Conscientious approach towards completing tasks accurately and to deadlines. |  | |
| Flexible approach to team working to ensure the operational needs of the organisation are met. |
| To undertake any other duties, commensurate with the level and experience of the post holder,  as may from time to time be required by the Chief Executive, to ensure service continuity, and for the benefit of the organisation as a whole. |
| To carry out the duties of the post, in accordance with all appropriate organisational, statutory, regulatory and professional codes of conduct and codes of practice as applicable within the duties of the post and of the organisation as a whole. |
|  | Willing to take personal responsibility under and abide by Belle Isle TMO’s Health and Safety Policy and Equal Opportunities Policies in the duties of the post and as an employee. |  | |