****Job and Role Profile**

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| **Job title:** | Trainee Repairs and Investment Surveyor | **Leader of others:** | No |
| **Reports to:** | Head of Repairs, Maintenance and Investment | **Contract type:** | Permanent |
| **Business Area** | Repairs and Investment | **Budget holder?** | No |

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| **Job purpose** |
| The position will involve assisting with Inspections 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. Additionally, you will contribute to the planning and delivery of planned investment programmes, forestry/tree operations and referrals, and annual environmental and footpath inspection programmes. You will be required to work closely with the Head of Repairs, Maintenance and Investment on all aspects of the operational delivery.  We’ll offer the post holder full on-the-job training, and our expert team will guide technical and personal development. We’ll also support the post holder to work towards a relevant surveying qualification which will solidify learning. As part of this role, the post holder is expected to attend college one day a week or for block release and complete the required assignments, along with any associated tests. |

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| **Key responsibilities** |
| 1. Assist with day to day monitoring of contractor performance for repairs and maintenance contracts including management of variations and 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. Assist with coordination of 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 footpaths and managed areas within the Belle Isle TMO management area. To arrange reactive repairs and prioritise areas where future investment is required. 5. To process tenant requests to undertake own alterations to properties and/or boundaries. 6. Assist with monitoring budgetary spend and identify under/ overspends and escalate as appropriate 7. Assist with the management of planned programmes of work 8. Assist with the delivery of adaptation works 9. Carry out required contract administration |

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| **What you’ll bring to the role** |
| **The main things:** |
| * GCSE Grade C/Level 4 in English and Maths * Enthusiasm for developing a variety of new skills * Construction or surveying experience * Good IT knowledge * Passionate about growing a career in building surveying * Good practical skills with a methodical approach to work * Driven and self-motivated * Passionate about doing the right thing, not the easy thing * Ability to manage own workload and meet deadlines * Strong communication skills * Excellent teamworking skills |
| **It would be a bonus if you have:** |
| * Previous experience of doing a similar role / work experience in a similar role or environment |
| **Our values:** |
| * 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 others points of view and provide an environment where people are happy to share ideas and information in a variety of ways |
| **Our 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 |
| **Our Service Promise:** |
| * Always be as helpful as we can be; * Offer relevant, useful and accurate information; * Make sure we have a range of services and activities that meet service user needs; * Listen to service users and wherever possible, act on feedback; * Support service users to achieve their goals; and smile |