****Job and Role Profile**

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| **Job title:** | Stock Condition Surveyor, C1 | **Leader of others:** | No |
| **Reports to:** | Head of Repairs, Maintenance and Investment | **Contract type:** | Temporary |
| **Business Area** | Repairs and Investment | **Budget holder?** | No |

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| **Job purpose** |
| This post is within the Repairs and Investment Team of BITMO and reflects the importance of developing an accurate asset management database of BITMO’s stock.  BITMO is committed to developing a strategic asset management approach to enable short, medium and long term investment planning, delivered through a 5 year Rolling Revenue & Capital Programme.  This post is responsible for collecting accurate stock condition data on all properties and associated assets held within the BITMO stock. The post holder is required to undertake surveys and reports, relating to the condition of the housing stock, that will help inform strategic investment decisions and provide an accurate and up to date stock database. The post holder is required to assess and ascertain the age and lifetime of key building components (e.g. roof, windows, kitchens and bathrooms). The assessment is based on an understanding of the building construction and building defects. |

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| **Key responsibilities** |
| 1. To undertake surveys of the housing stock and associated assets to ascertain the condition of each individual property and remaining life of key building elements, determining works required and estimating the costs of replacement. 2. To follow policy on any asbestos, legionella, gas safety, fire safety, disrepair, Health & Safety issues that may be involved. 3. To ensure that all information within IT systems is accurate and to update the stock condition database accordingly, photographically evidence changes and taking account of all the surveys. 4. To assess properties using the Housing Health and Safety Rating System and to ensure Category 1 hazards are resolved promptly. 5. Any other duties appropriate to the post. |

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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 and construction * 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 |