****Job and Role Profile**

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| **Job title:** | Repairs, Compliance and Planned Works 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** |
| To carry out stock condition, responsive cyclical maintenance, void property, planned works, and compliance surveys/ inspections. Preparation of schedules of works will be required along with supervision of works. Close liaison with the Head of Repairs and Maintenance will be required on all aspects of works.The postholder will be required to contribute to the planning and delivery of planned investment programmes.This post is within the Repairs and Investment Team of BITMO and reflects the importance of developing and maintaining 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. |

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| **Key responsibilities** |
| 1. Carry out property inspections and produce schedules of work
2. To complete annual compliance review inspections such as footpaths, fire risk assessments and managed areas and maintain up to date records.
3. To arrange, deliver and monitor work using the CX and Keystone asset management systems.
4. To assist in the preparation of annual budgets and procurement of revenue and capital contracts.
5. To ensure stock condition surveys are carried out and data is maintained accurately.
6. 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.
7. Carry out post inspection and snagging of completed works and oversee completion to a high standard.
8. To process tenant and local resident requests to undertake own alterations to properties and/or boundaries.
9. Ensure spending is within budgetary limits and delivers value for money.

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. |

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| **What you’ll bring to the role** |
| **The main things:** |
| * Building/ Construction related qualification at level 5 or above
* Experienced working in a social housing maintenance environment
* Experience of carrying out a range of property inspections
* Knowledge of industry related legislation
* Knowledge of construction
* Good IT knowledge
* 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
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| **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
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| **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 greener Belle Isle
* Be a well-run Tenant Management Organisation
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| **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
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| **Person Specification Area**  | **Essential**  | **Desirable**  |
| **Experience**  | Experience of the use of stock condition databases and microsoft office suite, especially Excel.  |  |
|  | Extensive experience of repairs contract management in a social housing setting  |  |
|  | Of managing workload effectively across large, portfolio and developing practical solutions to problems whilst balancing multiple issues and priorities appropriately |  |
|  | Of working effectively as part of a team. |  |
| **Knowledge and Qualifications** | Level 4/5 qualification in building construction and surveying |  |
|  | Professional/graduate level RICS qualification  | Fire Safety RRFSO 2005 |
|  | Of IT systems for asset management, repairs and maintenance  | Water Hygiene ACOP L8 |
|  | Professional knowledge of contract forms, terms and conditions | Gas Installation and Use Regulations  |
|  | Financial management and budget monitoring  | Electrical safety Standard 18th Edition |
|  | GCSEs grades A to C including maths and English  | Control of Asbestos Regulations 2012 |
|  |  | Occupiers Liability Act  |
| **Skills and competencies**  | Microsoft Office Excel and Word to create, sort and filter data bases and create mail merges  |
|  | Planning organisation and time management to deliver a varied and demanding workload in a busy environment |  |
|  | To work with a minimum of supervision  |  |
|  | To take responsibility for own work and highlight any risks that impact on customers or the organisation |  |