

## Surveyor/Senior Surveyor – Grade 7-10

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

You will be responsible for; the provision of technical advice on all issues relating to the provision of adaptations and of building design, for designing adaptations schemes and writing specifications to meet clients needs, procuring such works and managing the provision of adaptations using recognised contract administration and project management techniques ensuring value for money and best use of scarce resources at all times.

This role is based within Economy & Infrastructure, Accessible Homes Team. Click here to find out more [●](#)  
To find out more about working for Kirklees please click [here](#)

### The Job

You will monitor the contracts in place for the provision of adaptations and equipment, for example stair lifts and other Building Contracts, and along with the Team Leader Surveyor will consider and procure new contracts where necessary, including the development of existing contracts. You will ensure that you are fully aware and up to date with the legislative and best practice framework concerning the provision of adaptations and assessments. You will ensure all adaptations are completed in accordance with all relevant legislation and in an efficient and timely manner. You will be responsible for maintaining and updating the unit's advisory list of contractors and agents in accordance with the Good Practice Guide. You will assist the Team Leader Surveyor in monitoring and managing adaptation budgets, including authorising grant payments and Disabled Facilities Grant approvals.

The team advises partners, e.g. KNH, Pinnacle, Registered Social Landlords (RSL) and other partners/Council Departments/colleagues on specific properties and schemes with regard to the provision of suitable adaptations and scheme designs. You will provide advice on the feasibility of adapting properties and will provide the most cost effective solution to meet an identified need within the Council's policies and framework.

You will use the Council's IT systems to obtain information and monitor the quality of service delivery. When requested by colleagues or managers, you will ensure information is available to support the Unit's Team Plan. You may also be requested to assist in producing reports and briefing notes relating to the surveying function of the Team.

### Job Checklist

The health and disability related housing needs of clients are effectively met through the timely provision of appropriate adaptations to people's homes.

Positive relationships are built with clients, colleagues, suppliers and other agencies to improve service delivery, policy and service development.

Advice and information relating to Adaptations, Equipment and building design is provided in a professional and customer focused manner.

Relevant information is collated and evaluated to support the development of service delivery.

Value for money and the most efficient use of resources is achieved in the provision of individual adaptations and other procured contracts.

The mechanical equipment database is monitored and updated to ensure Building Services servicing/inspection programme is implemented effectively and accurate statistical information is available as required.

Ensuring all equipment installations meet relevant legislation and safety standards and are provided within agreed timescales and fit for purpose.

Monitor criteria for re-use of stairlifts/hoist and maintain a healthy stock of equipment for palliative care issue and interim measures.

Please click [here](#) to see your responsibilities related to safeguarding.

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You will ensure high standards of customer care and professionalism are maintained.

You will have excellent interpersonal skills in dealing with a wide range of people, including service users, carers, partners and Health professionals, team members and managers will be essential in enabling you to advise and arrange for the provision of suitable adaptations.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation (Grade 7).

We also expect you to promote and role model the Council's Expectations of a New Council manager within the organisation (Grade 8, 9 & 10).

This role is at level 1 (Grade 7) and level 2 (Grade 8, 9 and 10). To find out more about Council Behaviours and Expectations please click [here](#). These will be tested throughout the selection process.

## Person Checklist (Entry Level – Grade 7)

Experience in; building surveying, property inspections, providing specifications, basic scale drawings, and knowledge/experience in the provision of advice and assessment of the housing needs of disabled people.

Experience of managing resources including experience of budget management.

Experience of successfully contributing to projects through recognised project management techniques.

Basic understanding and awareness of legislation as it relates to the post, for example, Housing Act legislation, CDM legislation, Building and Planning regulations, B.S. 7671 Electrical Wiring Regs, B.S.E.N. European Lift Design Specification, L.O.L.E.R. Lifting Equipment Regs.

Knowledge of Health and Safety issues and policies relating to construction and building.

Some knowledge of contract management and procurement techniques.

Good level of IT knowledge and skills including Microsoft Office.

Experience of presenting information in formats suitable for a variety of audiences.

Travel will be an essential part of your role and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for most of the time. It is essential that you hold a full and valid driving license and it is expected that you will either use a council vehicle or your own car.

Expects that an Enhanced DBS check will be required. Click [here](#) to read our Policy Statement on the Recruitment of ex-offenders

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate how you meet the person checklist.