

## **Surveyor/Senior Surveyor Career Progression Grade 7 - 10**

### **Career Progression – How it works:**

The Surveyor/Senior Surveyor job includes a range from Grade 7 to Grade 10 depending on qualifications/experience and knowledge/skills. The following information sets out the minimum requirements for progression through the grades:

- For recruitment – Information provided through the recruitment process will be used by the panel to consider the starting grade for the job offer
- For existing employees – A submission should be made to your line manager setting out the qualifications/experience and knowledge/skills to justify progression. The submission should contain examples of work and will be assessed by a panel of 2 officers. There will be an interview to discuss the submission and enable the panel to ask questions.

## Surveyor/Senior Surveyor

Criteria	Grade 7	Grade 8	Grade 9	Grade 10
Adopting a casework approach, liaising with service users, colleagues, external agencies, and contractors	✓ Specialist equipment/lifts	✓ Small/medium schemes	✓ All Schemes	✓ All Schemes
Dealing with enquiries from service users, colleagues, other agencies, Elected Members and MP's	✓ Specialist equipment/lifts	✓ Small/medium schemes	✓ All Schemes	✓ All Schemes
Carrying out home visits, technical appraisals/feasibility studies, advising service users and colleagues on adaptation schemes to meet the needs of disabled people	✓ Specialist equipment/lifts	✓ Small/medium schemes ✓ Assessment	✓ All Schemes ✓ Assessment	✓ All Schemes
Enquiring & advising on the need for statutory approvals	✓ Specialist equipment/lifts	✓ Small/medium schemes ✓ Assessment	✓ All Schemes	✓ All Schemes
Identifying opportunities for linking into wider estate improvement schemes and liaising with colleagues and other partners			✓ Assessment	✓
Determination of the condition of properties in relation to relevant Housing Act legislation referring to colleagues where appropriate	✓	✓	✓	✓
Researching and advising on rights and responsibilities of owners or lessees	✓ Specialist equipment/lifts	✓ Small/medium schemes ✓ Assessment	✓ All Schemes	✓ All Schemes
Compilation and presentation of feasibility and option appraisal reports with costings to Social Services, Occupational Therapists, and other interested parties.	✓ Specialist equipment/lifts (Excl. JOG)	✓ Small/medium schemes ✓ Assessment	✓ All Schemes ✓ Assessment	✓ All Schemes
Giving specialist advice on adaptations to colleagues			✓ All Schemes <10 properties ✓ Assessment	✓ All Schemes
Assisting in the preparation and delivery of presentations	✓ Assist only	✓ Assist Only	✓ Prepare & deliver ✓ Assessment	✓ Prepare & deliver

Criteria	Grade 7	Grade 8	Grade 9	Grade 10
Assisting in researching, preparing, and recommending in relation to legislation changes, local standards, and maintenance programmes	✓ Assist only	✓ Assist only	✓ Full involvement	✓ Full involvement
Advising and promoting Units services to service users	✓	✓	✓	✓
Advising and promoting Units services to colleagues/partners e.g., Induction programmes	✓	✓	✓	✓
Attending meetings with service users and others in connection with services	✓ Appropriate to specialist equipment/lifts	✓ Appropriate to small/medium schemes	✓ Appropriate to all Schemes	✓ Appropriate to all Schemes
Mentoring surveyors & assisting in training of new surveyors	✓ Assisting in training re small schemes	✓ Assisting in training re small/medium schemes	✓ Assisting in training	✓ Mentoring & assisting in training ✓ Assessment
Maintaining awareness of technical developments, advising Adaptations Manager re development needs	✓ Maintaining awareness	✓ Maintaining awareness	✓ Maintaining awareness	✓ Advising
Contributing to the development of Units computer system			✓ Assessment	✓
Assisting in identification of suitable properties to meet the needs of disabled people	✓	✓	✓	✓
Undertaking property inspections, preparing sketch plans	✓ Specialist equipment/lifts	✓ Small/medium schemes ✓ Assessment	✓ All Schemes ✓ Assessment	✓ All Schemes
Producing detailed drawings, schedules		✓ Small/medium schemes ✓ Assessment	✓ All Schemes ✓ Assessment	✓ All Schemes
Producing drawings and specifications for tendering/procurement			✓ Assisting senior surveyor with procurement	✓ Assessment
Ensuring compliance with CDM Regulations	✓ Design compliance only	✓ Design compliance only	✓ Design compliance only	✓ Full Compliance ✓ Assessment

Criteria	Grade 7	Grade 8	Grade 9	Grade 10
Submitting planning, building regs and other applications	✓ Assist only	✓ Building Regs and other applications ✓ Assessment	✓ Building Regs and other applications	✓ All applications ✓ Assessment
Assisting in development of scheme design with others e.g., agents		✓ Small/medium schemes ✓ Assessment	✓ All Schemes ✓ Assessment	✓ All Schemes
Researching and advising re selection of specialist fittings	✓ Specialist equipment/lifts	✓ Small/medium schemes	✓ All Schemes	✓ All Schemes
Assisting re DFG's or other financial assistance	✓ Specialist equipment/lifts	✓ Small/medium schemes	✓ All Schemes ✓ Assessment	✓ All Schemes
Assisting in arrangement of temporary/ permanent accommodation			✓ Assessment	✓
Providing estimate costs for minor adaptation works	✓	✓	✓	✓
Liaison with contractors	✓ Specialist equipment/lifts	✓ Small/medium schemes	✓ All Schemes	✓ All Schemes
Attendance at site meetings	✓ Specialist equipment/lifts	✓ Small/medium schemes ✓ Assessment	✓ All Schemes	✓ All Schemes
Evaluate estimates/tenders	✓ Estimates for specialist equipment/lifts	✓ Estimates for small/medium schemes. ✓ Assessment	✓ Estimates/tenders for all schemes ✓ Assessment	✓ Estimates/tenders for all schemes
Assessing and preparing DFG approvals/ approvals of other financial assistance	✓ Specialist equipment/lifts	✓ Small/medium schemes ✓ Assessment	✓ All Schemes ✓ Assessment	✓ All Schemes
Ordering adaptations	✓ Specialist equipment/lifts	✓ Small/medium schemes	✓ All Schemes ✓ Assessment	✓ All Schemes
Preparing, evaluating, letting, and monitoring contracts			✓ Assist only	✓ Full involvement ✓ Assessment

Criteria	Grade 7	Grade 8	Grade 9	Grade 10
Monitoring of contractors, agents and specialist providers and maintaining and updating as required.	✓ Monitoring only	✓ Monitoring only	✓ Monitoring and making recommendations ✓ Assessment	✓ Monitoring and making recommendations
Acting as project manager/supervising officer			✓ Assisting senior surveyor with project management	✓ Assessment
Maintaining & monitoring progress of adaptation schemes	✓ Specialist equipment/lifts	✓ Small/medium schemes ✓ Assessment	✓ All Schemes ✓ Assessment	✓ All Schemes
Liaison with others during adaptation scheme	✓ Specialist equipment/lifts	✓ Small/medium schemes	✓ All Schemes	✓ All Schemes
Monitoring quality of work	✓ Specialist equipment/lifts	✓ Small/medium schemes ✓ Assessment	✓ All Schemes ✓ Assessment	✓ All Schemes
Monitoring adaptation costs, agreeing additional works/costs, undertaking reassessments, processing interim payments	✓ Specialist equipment/lifts	✓ Small/medium schemes ✓ Assessment	✓ All Schemes ✓ Assessment	✓ All Schemes and completing contract documentation. ✓ Assessment
Undertaking final inspections	✓ Specialist equipment/lifts	✓ Small/medium schemes ✓ Assessment	✓ All Schemes ✓ Assessment	✓ All Schemes
Certifying completion, processing payments ensuring all appropriate documentation	✓ Specialist equipment/lifts	✓ Small/medium schemes ✓ Assessment	✓ All Schemes ✓ Assessment	✓ All Schemes and completing contract documentation. ✓ Assessment
Ensuring information/documentation obtained on completion.	✓ Specialist equipment/lifts	✓ Small/medium schemes	✓ All Schemes	✓ All Schemes

Criteria	Grade 7	Grade 8	Grade 9	Grade 10
Assisting service users following completion re defects	✓ Specialist equipment/lifts	✓ Small/medium schemes ✓ Assessment	✓ All Schemes ✓ Assessment	✓ All Schemes and administration of defects liability period ✓ Assessment

### For Office Use Only:

Job Category	Building Services	Grading ID	19870 19865 19861 19860
Job ID	80101193	Last Updated	April 2023
Job Focus	Yes	Career Progression	Yes

### Contractual Variants

DBS Category	Adults & Children	DBS Type	Enhanced
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
HR check	M Lunn		