

Surveyor/Senior Surveyor – Grade 7-10

Job purpose

You will work in the Accessible Homes Team they provide a cross tenure adaptations service and also works to identify more suitable housing accommodation for disabled people and people with health needs.

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 client's 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. You will also 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 also advises partners, e.g., Pinnacle, Registered Social Landlords (RSL) and other partners/Council Departments/colleagues on specific properties and schemes regarding 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. To undertake this effectively you will need to build and maintain positive relationships with clients, colleagues and other agencies and will work closely with these colleagues.

You will ensure high standards of customer care and professionalism are maintained. You will need knowledge of Health and Safety issues and policies relating to construction and building, and knowledge of adaptations and equipment available to assist clients with disability related housing needs maintain their safe independence in their home. Your 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.

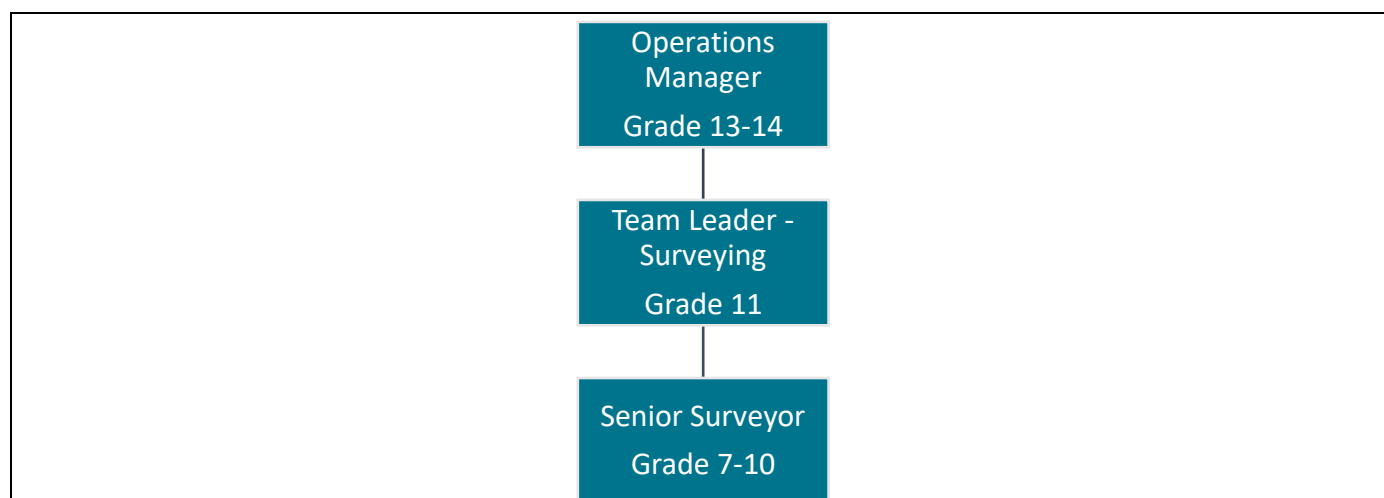
You will use the Council's IT systems to obtain information and monitor the quality of service delivery. When requested by colleagues or managers, you will ensure information is available to support the Unit's Team Plan. You may also be requested to assist in producing reports and briefing notes relating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

This role is based within [Growth and Regeneration](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- 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 program 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.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
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.	Essential
Experience of managing resources including experience of budget management.	Essential
Experience of successfully managing projects through recognised project management techniques.	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Detailed understanding and awareness of legislation as it relates to the job, 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.	Essential
Detailed knowledge of contract management and procurement techniques.	Essential
Accepts an enhanced DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car.	Essential

Behaviours and expectations

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

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this 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 Office Use Only:

Job Category	Building Services	Grading ID	19870 19865 19861 19860
Job ID	80101193	Last Updated	February 2023
Job Focus	No	Career Progression	Yes

Contractual Variants

DBS Category	Adult & 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
Checked by HR	M Lunn		