

Job Title: Stock Condition Surveyor

Responsible to: Lead Stock Condition Surveyor

The Role:

Investing in our existing homes and creating create homes and communities is at the heart of everything we do. We're ambitious for our customers, committed to providing excellent services and well-maintained homes that are fit for the future.

The operating environment for housing is characterised by a focus on housing standards, quality of accommodation and long-term investment. With a fixed geography of operation and healthy financial capacity, we are well placed to realise our ambitions to provide great homes to our customers.

We are now strengthening our Asset Management service to ensure we have the right balance of skills, knowledge and experience across our teams. The Stock Condition Surveyor is a key role, collecting vital data on our homes and wider portfolio of properties to help ensure required standards are met, and enable us to prioritise our investment programmes on meeting our customer's needs and ensuring the long-term health of the organisation.

The Key Activities:

- *To ensure continuity, efficiency and accuracy of property data related information.*
- *Carrying out Stock Condition / Investment surveys to homes and properties as required in a timely way.*
- *Carry out asbestos validation surveys to homes and properties as required.*
- *Carrying out Housing Health and Safety rating System (HHSRS) assessments.*
- *Support the Lead Stock Condition Surveyor in setting consistent standards for the collection of asset data (including the scope of data capture) to meet regulatory and business need.*
- *Ensuring compliance with statutory requirements, H&S legislation and Alliance Homes Group' policy, procedures and safe working practices.*
- *Assist in the continuing development of Alliance Homes Group property related IT systems that support business improvement and innovation.*
- *Signpost and refer customers for additional care and support as required during home visits.*
- *Support in the preparation of annual programmes for planned and cyclical programmes/maintenance.*
- *Provide reports as required detailing property condition and associated costs.*
- *As required and on a limited basis, supporting other parts of the organisation to meet business need.*
- *Support cyclical external survey validation process.*

What do you need to do the role (essential)?

Demonstrated Experience:

- *Completing Stock Condition / Investment surveys to homes and properties as required.*
- *Data capture collection to inform data analysis**
- *Familiarity with Housing Health and Safety rating System (HHSRS) and the requirement to complete assessments**
- *Awareness of Asbestos Management Processes in accordance with the latest standards*
- *Take personal accountability by keeping track of own progress against objectives, completing work to deadlines*
- *Working in a customer facing role.*

Skills

- *Building and maintaining relationships with internal and external stakeholders*
- *Inquisitive and analytical with attention to detail*
- *Technical competence in identifying and diagnosing property failures, built on knowledge gained from practical experience*
- *Agile in thinking and approach to meet the demands of a rapidly changing operating environment*
- *Strong knowledge of IT and technology*
- *Proactive in suggesting new ways of working that maximise business and customer benefits*
- *Experience of working in the social housing sector and awareness of operating environment challenges*
- *Customer focused with a passion for delivering excellent services*
- *Team player with a strong 'one team' work ethic*
- *Results driven with a keen eye for performance standards and successful delivery.*

Education

- *Building related qualification 'ONC or equivalent' or comparable through significant experience**
- *Must hold a clean and up-to-date driving licence.*

It would be great if you also had (desirable):

- *Asbestos P402 qualification (you must be willing to undertake this training if you don't already hold this qualification)*
- *Housing Health and Safety Rating System (HHSRS) Assessment qualification (you must be willing to undertake this training if you don't already hold this qualification).*

Acknowledgment:

Your manager will agree specific objectives with you, and your performance against those objectives will be reviewed on a regular basis.

Name:

Signature:

Date: