

Role Profile

Role Title: Asset Surveyor

Business Area: Asset Management

Department/Team: Property Investment

Reports to: Regional Surveying Manager

Direct Reports and span of control: None

Dimensions (budget holder, level of contract/systems etc responsibility): None

Created/Reviewed date: March 2023

Role Purpose

Undertake stock condition surveys, including the collection, identification and measuring of building attributes, assessing remaining life and checking the accuracy of existing stock condition surveys and updating IT systems.

Undertake Energy Assessments in order to calculate SAP ratings ensuring data is accurately recorded on the computerised energy management database and Landmark.

Undertake Retrofit Assessments on properties which require energy retrofit work.

Undertake other land & property surveys ensuring data is accurately recorded on the relevant computerised databases.

The Asset Surveyor will:

- Surveying properties for the purposes of stock condition, validations and energy efficiency. Ensure surveys are regularly recorded and updated on the computerised planned maintenance and energy management systems.
- Carry out monitoring and surveys, compiling reports and providing support and advice associated with property condition, tenant permissions, defects, structural and remedial works together.
- Produce Cost floor plans for Right To Buy / Acquire, and other relevant information to support Home Ownership, Sales and Staircasing teams.
- Liaise with insurance company loss adjuster and external contractors after fires, floods, subsidence and other insured loss.

Role Profile

Success in this role looks like:

- Legally compliant for compiling RDSAP and EPCs in accordance with legislation
- Identification of HHSRS (Housing Health & Safety Rating System) issues and recommendations to address these
- Fully validated planned maintenance programme.
- Accurate stock condition data

Qualifications and Education:

- 3 'A' Levels or equivalent with GCSE O'level passes in English and Maths.
- HNC in construction, design, or architecture in the built environment

At least two of:

- Accredited Domestic Energy Assessor;
- Accredited Retrofit Assessor
- Experience in carrying out surveys and assessing Housing Health and Safety Rating System(HHSRS) and Decent Homes