



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

JOB DESCRIPTION

Job Title	Senior Adaptations Building Surveyor
Position Number(s)	TBC
Department	Housing Management
Section or Service	Supported Housing
Salary	£36,000 to £48,600
Hours	36 hours per week – Monday to Friday

DESIGNATION:

Responsible to:	Head of Supported Housing
Employees directly supervised (if applicable):	2 x Surveyors

1. JOB PURPOSE:

- To enable older and vulnerable people to maintain independence in their own homes and to improve the security and comfort of their living conditions.
- Reporting to the Head of Supported Housing and working in partnership with the Adaptations team, to provide a full surveying service for the major adaptations and other grants programmes
- Lead surveyor and supervision of the two surveyors in the Adaptations team.
- To maintain a knowledge of all legislative and individual policies and procedure of the local authority and Registered Providers (RPs) requirements relevant to the post.

2. DESCRIPTION OF DUTIES:

Surveying

- To ensure the team carry out the surveying function to support the processing and installation of adaptations in Council and Private Sector properties.
- Carry out accurately measured surveys
- Identify building defects, diagnose causes and specify remedies
- Advise clients, Occupational Therapists and colleagues on schemes and their feasibility
- Prepare and submit Planning Applications and Building Regulations Applications as required and advise other surveyors on applications
- Assist the Adaptations team with the preparations of documents for grant applications
- Manage and monitor projects to ensure successful completion and delivery on schedule
- Work closely with and coordinate with team members and various professional stakeholders to ensure that work is undertaken in a manner commensurate with statutory requirements and with regard to current legislation eg H&S, Party Wall Act, CDM etc
- Maintain up to date knowledge of building methods, developments and related products

Contract Administration

- Provide management oversight of contract administration, monitoring the Adaptations team's contracts to deliver major adaptation works and home improvements. This will include, but is not limited to, ensuring compliance with the procurement processes, preparing contract specifications, contract documents, pre-contract site meetings and risk assessments
- Carry out sufficient inspections to ensure compliance with the specification and control of quality
- Keep an accurate written record of additional instructions and costs for additional work or extras given to the contractor
- Monitor the performance of contractors, in accordance with the Council's policies and procedures and with relevant contract documentation, advising the Team regarding the selection and de-selection of contractors

- Keep informed and up-to-date with developments in legal requirements, good practice, statute and regulations affecting the work of the Team.

Financial/ Budgetary Control

- Work within financial policies and procedures and ensure the schemes are developed in accordance with relevant statutory and council requirements
- Liaise with the Adaptations Team to ensure all relevant information is received, in order to submit all applications, negotiations, claims etc.
- Monitor projects in relation to programme, costs and quality and institute remedial action where necessary. Contribute to the planning, monitoring and reporting of the programme on a whole.

Corporate Policies

- To ensure the technical officers' contribute to and adhere to the Council's financial regulations, standing orders, policies and procedures, particularly Health & Safety, Confidentiality, Equal Opportunities, Data Protection, Customer Care and Code of Conduct.
- To maintain good working relations with stakeholders and the statutory authorities to facilitate the DFG and Home Improvement Grant programme.
- Represent and promote the Adaptations service at external meetings and within the Council.

The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

3. DIMENSIONS:

Quote figures which give a picture of your job as follows:

(a) Annual budgetary amounts with which your job is either directly or indirectly concerned

(b) Any other statistics relating to your work

£950,000 Housing Revenue Grant for Adaptations/Voids

£450,000 Disabled Facilities Grants

£100,000 Home Improvement Grants

Continue on separate sheet if necessary.

I agree to the above job description

Post Holder.....

Date.....

Director / Chief Officer.....

Date.....

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Senior Adaptations Building Surveyor
-------------------	--------------------------------------

Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It's essential that you give at least one example of your ability to meet each of the 4 Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified 4 key behaviours and values which should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications: Essential: <ul style="list-style-type: none"> • BSc in building / surveying MCIOB or RICS
C	Knowledge & Experience: Essential <ul style="list-style-type: none"> • Five years' experience as a residential surveying professional • Experience in the use of contract administration • Experience of working in a Housing Association or Local Authority • Experience of working with a wide range of users of Adult Social Care and Housing services • Experience of managing complex and challenging situations • Detailed knowledge of building construction and maintenance • Excellent communication skills, both written and verbal • Good knowledge of methods of procurement and administration of all types of building work • Computer literacy in word processing, spreadsheets, and databases • Proficiency with computer aided design drawing software to prepare to scale scheme drawings

	<ul style="list-style-type: none"> • Knowledge of planning requirements and building regulations • Excellent contract administration and building surveying techniques • Experience of managing projects and resources • Knowledge of financial management and budgetary analysis • Ability to work on several projects at once and to meet tight deadlines • Flexibility of working hours to meet deadlines when appropriate • Ability to walk around building site and climb ladders. <p>Desirable</p> <ul style="list-style-type: none"> • Full Driving Licence.
--	--

OUR VALUES	BEHAVIOURS	HOW RESIDENTS WILL FEEL
<p>PUTTING COMMUNITIES FIRST We put local people at the heart of decision making in everything we do.</p> <p>We seek to include and involve: all voices matter.</p> <p>We provide quality services that are responsive, effective and efficient</p>	<ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work • I will reflect the views of the communities in my daily work • I will improve the service I provide through seeking feedback from others 	<ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
<p>RESPECT We listen to everyone and value the personal experiences of people in our communities and of each other</p> <p>We adopt a fair, and involving approach regardless of any way in which an individual is different to us</p>	<ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves • I communicate in a way that is respectful, encourages involvement and meets people's needs 	<ul style="list-style-type: none"> • I feel my culture and background are respected • I have confidence that action is being taken • I feel I am treated fairly
<p>INTEGRITY We act with openness, honesty, compassion, responsibility and humility.</p> <p>We let people know what we are doing and communicate why and how decisions have been made.</p>	<ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others • I am honest and transparent about the decisions I take • I follow through on the actions I say I will take and take ownership for communicating the outcome 	<ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me • I feel my perspective is listened to and understood • I feel my views are valued
<p>WORKING TOGETHER We work together and in partnership with everyone that has an impact on the lives of our residents.</p> <p>We want to understand, learn from each other and continually adapt</p>	<ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the Council • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve 	<ul style="list-style-type: none"> • I can get my issue resolved without being passed around departments • I find it easy to access the services that I need • I feel the Council is open to new ideas

	<ul style="list-style-type: none">• I seek out opportunities to learn from my colleagues and build on good practice	
--	---	--