

Our Vacancies

Trainee Building Surveyor

Directorate:
Technical Resources

Responsible to:
Head of Repairs

Team:
Repairs

Responsible for:
N/A

Grade:
Scale 6

Purpose of Job

Assist with, and develop knowledge and experience of, all building surveying related activities.

Undertake training to achieve either RICS or CIOB professional qualifications (subject to satisfactory completion of the probationary period).

Deliver a fast, efficient, value for money repair service that achieves consistently high levels of resident satisfaction.

Monitor stock condition and recommend improvements.

Work as a team to ensure that all properties are safe, warm, dry and comply with requirements.

Main Duties and Responsibilities

Service delivery

- Develop knowledge and expertise by assisting the Asset Management Team with:
 - Procurement and contract administration on a variety of planned maintenance, major works and repairs contracts
 - Monitoring works on site, implementing quality control measures and carrying out post inspections
 - Budget management and financial forecasting
 - Surveys to establish the cause of building defects and planning appropriate remedial actions
 - Preparing technical reports, detailed specifications and scheme design drawings
 - Pre- and post- contract work up to final account including ordering of works, authorising variations and settlement of invoices
 - Undertaking feasibility studies, option appraisals and budget estimates
 - Ensuring that targets are met and works are completed to time and budget
 - Working closely with our fire safety officer to ensure that the organisation is compliant in this area
 - Assisting our party wall surveyor with condition surveys and the preparation of awards
 - Leaseholder consultation, disrepair, legal and insurance cases
 - Updating and engaging with residents in a timely, considerate and courteous manner

Record keeping & reporting

- Maintain records and information in accordance with the organisation's policies and procedures, relevant legislation and best practice guidelines
- Maintain, update and improve Poplar HARCA's asset database

- Audit and validate data regularly
 - Prepare reports and management information for managers, Committees and Estate Boards
- Technical guidance and advice
- Provide technical advice, support and practical assistance to the Directorate and other staff members
 - Attend meeting and participate in cross-departmental projects and working groups

Training and development

- Follow a defined development plan to build skills and experience in a full range of related activities
- Undertake structured training to achieve RICS or MCIOB professional qualifications following successful completion of probationary period

General

- Deal with, and respond to, repair related enquiries, correspondence and complaints
- Work with staff from across the organisation to resolve problems and improve services
- Adopt a “health and safety first” approach to all activities including risk assessment and mitigation
- Perform other duties as may be reasonably required by your line manager
- Conduct yourself in line with Poplar HARCA’s policies, procedures, rules and standards

Person Specification

All criteria are essential unless stated otherwise.

Requirements	Criteria
Qualifications/ Training	a. Degree in a relevant building related subject b. Committed to undertaking training to achieve either RICS; or CIOB professional qualifications.
Skills	a. Able to organise, plan and deliver the surveying work plan b. Able to manage financial and contractual controls c. Able to use initiative and manage workloads d. Able update, monitor and analyse data e. Effective communication f. Able to influence, negotiate and persuade g. Intermediate IT skills including MS Word, Excel and Outlook h. Ability to achieve deadlines in a high-pressure environment
Experience	a. Experience of working in the housing and/or construction sectors (desirable)
Knowledge	a. Knowledge of construction industry procedures and legislative frameworks b. Knowledge of best practice in surveying c. Awareness of the needs of deprived, diverse communities
Key Competencies	a. Putting others first b. Achieving Results c. Open to change d. Informed and informing e. Personal Progress f. Partnership Working g. Problem Solving