



Job Description and Person Specification

Job Title	Stock Surveyor
Job Grade	Grade G
Reports to	Stock Condition Survey Manager
Direct Reports	N/A
Other Resources	Mobile phone and Laptop
Role Purpose	Responsible for supporting the Stock Condition Survey Manager to maintain the organisations property asset database, by undertaking surveys of Nottingham City Council Housing Services (NCHS) stock.
Key Accountabilities	<p>Ensure that all relevant information including the effective collection of data relating to the Housing Health and Safety Rating System (HHSRS) and the assessment/rating of stock is captured and uploaded into the Asset Management System.</p> <p>To use computer systems for creating, storing, controlling and modifying information with regards to housing stock.</p> <p>Ensure that any collaborative project management systems are updated by the provision of accurate information, collected in the predetermined format, to ensure that real time information can be obtained and maintained.</p> <p>Work with the Stock Condition Survey Manager to produce and update programmes of servicing or planned maintenance works.</p> <p>To undertake Energy Performance Certificate assessments on behalf of the multiple/various services areas across the Company.</p> <p>Complete legal disrepair and mutual exchange surveys as directed, within the allotted timeframes.</p> <p>Meet monthly targets set by the Stock Condition Survey Manager, in line with an annual stock data rationalisation objectives and trend analysis outputs.</p> <p>To interact with the organisations housing management systems, as necessary.</p> <p>To help develop and deliver neighbourhood / community projects in line with a 5 year estate based plan.</p> <p>Responsible for diagnosing causes of defects relating to fabric</p>



	<p>and structural failure to domestic dwellings and blocks of flats, liaising with relevant teams as necessary.</p> <p>Undertake regular site inspections and ad hoc surveys as required to ensure that quality standards are achieved and also respond appropriately to emergency survey requests</p> <p>Keep up to date with legislation, for example Building Regulations, Housing Health & Safety Rating System and any other legislations related to the responsibilities of the role.</p> <p>Assist with the delivery of plans for the targeted investment to our stock and external estate works, including surveying for the disposal, acquisition and reuse of stock.</p> <p>Liaise with repairs and maintenance colleagues to ensure day to day and planned works support the company's overall strategies.</p> <p>Supports the Stock Condition Survey Manager and management colleagues to develop the department and act as ambassadors for both the Assets Team and NCCHS.</p> <p>Actively promotes putting tenants and leaseholders at the heart of everything we do.</p> <p>Additional duties as allocated by NCCHS as and when required.</p>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Signed and agreed by the post holder.....

Date.....

PERSON SPECIFICATION – Stock Surveyor

Requirements	Essential – E /Desirable - D
Experience and knowledge	
<ul style="list-style-type: none"> Proven track record of successful achievement within a related surveying role/s within a housing environment. Experience of producing and delivering work schedules and specifications of work. Knowledge of domestic building and construction archetypes Knowledge of related up to legislation, including building regulations on all such as CDM, HHSRS/EPC's and their potential impact. Knowledge of decommissioning process and prudential borrowing process 	E E E D D
Skills & Abilities	
<ul style="list-style-type: none"> Excellent written, verbal & interpersonal skills with the ability to work collaboratively and communicate at all levels Ability to work independently and as part of a team Make best use of the resources available Willingness to learn new skills Ability to embrace NCCHS core values 	E E E E E
Qualifications	
<ul style="list-style-type: none"> HNC in Building Surveying or equivalent 	E
Behaviours	
<ul style="list-style-type: none"> Positive, professional attitude to getting things done Creative and innovative, encourages fresh thinking Deliver services through joint working within a team environment Excellent customer service skills 	E D E E

Author.....Date.....