

## Job Description

<b>Job Title</b>	Surveyor
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Healthy Homes
<b>Grade</b>	7
<b>Competency Level</b>	2
<b>Salary</b>	£40,777 - £46,142
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Basic
<b>Job Evaluation Ref No</b>	

## Job Purpose

To provide technical support for the delivery and provision of adaptations in homes as part of the Disabled Facilities Grant programme, ensuring compliance with statutory and audit requirements.

### Directly Responsible For:

Not applicable



## Directly Responsible To:

Team Leader and Senior Surveyor

## Main Areas of Responsibility:

- To assist with the delivery and implementation and provision of works to provide adaptations for people with disabilities
- To provide technical advice and support to internal and external partners on the provision of works
- To ensure works are carried out in accordance with relevant legislation, including Disabled Facilities Grant legislation and complies with building regulations
- To prepare planning specifications and allocate and supervise contracts from commencement to completion of works on site
- Maintain appropriate electronic records of works and carry out necessary administrative procedures, including written reports, within agreed service standards
- To manage and control the budgets of multiple schemes to ensure works are carried out cost effectively within the framework of the Mandatory Disabled Facilities Grant Legislation
- Undertake on site valuations and prepare documentation to make payments to contractor
- Ensure compliance with statutory Construction Design and Management Regulations 2015
- To work in partnership with, or as part of an integrated team of allied health and social care professionals

## **Supervision and Management Responsibility:**

- No supervisory responsibility

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- The post holder will work at a desk and attend site visits, but this will not involve prolonged sitting, prolonged driving, or prolonged standing. No physical exertion is required

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Degree/formal qualification relating to the building surveying or construction field (A/I)

## Experience

### Essential

- Relevant technical experience of providing a full range of support at an appropriate level (A/I)
- Experience of Project Management (A/I)
- Experience of using technology and the production of working Computer Aided Design drawings (A/I)

### Desirable

- Experience of working in a housing environment
- Experience of working with a wide range of partners
- Experience of working within a customer focussed environment

## Skills/Abilities

### Essential

- Ability to work independently, managing a heavy and diverse workload and meeting deadlines (A/I)
- Ability to communicate clearly and concisely (orally and in writing) at all levels (A/I)
- Demonstrate a professional approach, be innovative and problem-solving skills (A/I)
- Ability to work to agreed procedures and secure high quality service delivery (A/I)
- Can demonstrate application of and understanding of current Building and Health and Safety Regulations (A/I)
- Can demonstrate and provide advice on Building Regulations, Planning and Health and Safety Regulations (A/I)

### Desirable

- Ability to work with a minimum of supervision and to work as a member of a team
- Ability to be innovative and use own initiative
- Demonstrable professional approach and positive attitude, with strong problem ownership and problem-solving skills
- Commitment to continuous improvement
- Effective negotiating skills to manage conflict and customer complaint
- Ability to understand the principles of confidentiality and access to information
- Ability to maintain and use electrical records
- Ability to develop and maintain good working relationships with colleagues, stakeholders, and other professionals

## Commitment

### Essential

- Undertake training as and when required (A)

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level
- Full UK Driving licence (A)