

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Senior Property Surveyor	<b>Grade:</b>	PO6
<b>Reports to (Designation):</b>	Damp, Mould and Disrepair Manager	<b>Grade:</b>	SMG1
<b>Directorate:</b>	Quality and Investment	Repairs	

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#### **Main Purpose of the job:**

To lead and manage the delivery of a high-quality surveying service across property, disrepair, building, and repairs functions. The Senior Surveyor will oversee complex inspections, ensure compliance with legal and regulatory standards, manage contractor performance, and contribute to strategic planning and service improvement. This role also involves mentoring junior surveyors and supporting the wider repairs and maintenance team in achieving operational excellence.

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#### **Summary of Responsibilities and Personal Duties:**

- Lead on complex inspections including disrepair, structural, dampness, and condition surveys, ensuring accurate diagnosis and resolution.
- Produce and review detailed specifications, drawings, and cost appraisals for remedial works, ensuring value for money and compliance.
- Oversee responses to legal disrepair and personal injury claims, ensuring timely and robust technical input.
- Manage the scheduling and scoping of works, ensuring surveys are completed to a high standard and specifications are aligned with schedule of rates or composite values.
- Monitor quality and customer satisfaction across repair and maintenance works, resolving escalated issues and complaints.
- Provide expert technical advice to internal teams, contractors, and stakeholders, supporting decision-making and service delivery.
- Approve variation orders and payments, ensuring compliance with inspection protocols.
- Lead on the management of minor building repair contracts, including consultation, procurement, and contractor oversight.
- Ensure professional preparation of specifications for tenders and quotations, in line with procurement policies and standing orders.

- Identify and report on recurring maintenance issues, proposing strategic solutions and contributing to asset management planning.
- Ensure inspections are completed within priority timescales and service level agreements.
- Support the management of compensation, recharges, and insurance claims, ensuring adherence to policy and procedures.
- Ensure safe working practices, including working at height and use of access equipment, in compliance with Health & Safety regulations.
- Liaise with finance and procurement teams to ensure timely processing of invoices and contractor payments.
- Assist in managing contractor performance and capacity, contributing to evaluations and compliance with approved contractor procedures.
- Represent the service in maintenance forums and corporate initiatives, contributing to continuous improvement and innovation.
- Ensure all works comply with statutory obligations including Building Regulations, Gas Safety, Equality legislation, and Health & Safety.
- Champion customer-focused service delivery, tailoring works to meet diverse needs.
- Support the development and maintenance of property databases, using data to identify trends and inform strategic decisions.
- Provide leadership and mentoring to surveyors and technical staff, promoting professional development and high standards.

**Internal Contacts:** Managers and Supervisors within the Housing and Property Service; colleagues throughout the council.

**External Contacts:** MP's, advice agencies, advisers, contractor's and their representatives, tenants and tenant organisations, residents associations and working parties, leaseholders, members of the public, relevant building professionals, consultants, legal advisors and other external agencies.

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in the Council's appraisal system and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

**THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.**

## PERSON SPECIFICATION

### **Note to Candidates**

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

**DBS Disclosure Required?    Yes**

**(Tick as appropriate – guidance available from your HR Advisor)**

## **PERSON SPECIFICATION**

**JOB TITLE: Senior Property Surveyor**  
**DEPARTMENT:    Housing Services**

**POST NO:**  
**GRADE: PO6**

### **Knowledge:**

- Strong knowledge of housing maintenance, building regulations, and contract management. **S**

### **Skills:**

- Strong negotiation, analytical, and communication skills.
- Ability to manage complex caseloads independently. **S**
- Analytical, detail-oriented, collaborative, and proactive circumstances: Ability to work flexibly across office and site locations. **S**

### **Experience:**

- Extensive experience diagnosing building defects and specifying remedial works within residential housing stock. **S**
- Proven track record managing planned maintenance programmes and contractor performance in the social housing sector.

### **Professional Qualification and Education:**

- Degree or equivalent qualification in Building Surveying or a related field. **S**

### **Equality & Diversity:**

- Demonstrates commitment to equality and diversity in service delivery and employment.

**DBS Disclosure Required**    **Basic**     **Standard**     **Enhanced**