

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Senior Property Surveyor	Grade:	PO6
Reports to Asset Manager	Grade:	PO8
Directorate: Housing (Quality & Investment)	Section	Stock Investment & Asset Management (SIAM)

Main Purpose of the job:

As a Senior Surveyor you will be responsible for delivering expert technical leadership across surveying functions within SIAM. The postholder will manage complex building surveying activities, lead a team of surveyors, and ensure that Lewisham's housing stock is safe, compliant with statutory requirement, sustainable, and maintained to high standards.

The role will provide specialist oversight on building pathology, stock condition, damp and mould, refurbishments, adaptations, disrepair, structural assessments and contractor oversight.

This aligns with the responsibilities outlined in the SIAM restructure, where the Senior Surveyor will manage technical aspects of projects, lead the surveying team, and focus on stock condition surveys, planned maintenance, disrepair, adaptations and contractor oversight.

The role will be responsible in assisting the asset and stock investment managers with ensuring compliance with regulations managing budgets and liaising with residents to deliver safe, high-quality homes, often involving detailed technical reports, specifications, and project management from inception to completion.

The role will also effectively manage a team of Surveyors to helping to develop their skills to satisfy the key business activities.

Summary of responsibilities and personal duties:

- Lead on advanced surveying tasks including building defects, damp and mould, structural concerns, refurbishment surveying and complex building pathology.
- Undertake and oversee stock condition surveys, prioritising no-access properties, and produce detailed technical reports and specifications.
- To provide leadership and direction for technical surveyors and technical inspectors to ensure the delivery of the Council's objectives, as defined in agreed directorate plans, in accordance with council standards and procedures.

- Provide expert advice on building pathology, building defects, major works planned programmes, regeneration schemes, special projects, building safety and fire remediation adaptations, regeneration schemes and building safety requirements.
- Ensure delivery of the surveying and technical service is in accordance with all key performance indicators as well as all statutory council policy, providing guidance and advice on all legislative and regulatory change affecting the activities of the council.
- Undertake and quality-assure planned maintenance and major refurbishment surveys, with clear specifications and costed solutions aligned to standards and budgets.
- Ensure surveying activities and resulting works meet statutory and regulatory requirements, including the Building Safety Act and certification for HRBs; work closely with the Building Safety Team.
- Support delivery of Decent Homes targets and energy performance improvements consistent with the Council's Net Zero 2030 pathway.
- Support Stock Investment Managers with HRB programmes, consultancy coordination, resident communication, and end-to-end project technical assurance.
- Support the pre-construction officers to provide pre-works technical input (briefs/specs) and oversee contractor performance on speed, quality, and cost; collaborate with Quantity Surveyors for payment and variation compliance.
- Work with vulnerable residents and attending tenant meetings; handling HRA projects and complaints.
- To provide technical expertise, advice and assistance on all matters affecting delivery of the service, including the most effective procurement route, tendering effectiveness and appropriate form of contract.
- Champion the integrity of asset data (SCS outputs, component renewals) and the effective use of the MRI asset management system, producing clear technical reports that inform options appraisal and investment planning.
- To act as an expert within their professional field with in-depth specialist knowledge in building, in particular refurbishment, repairs and maintenance and providing complex defect diagnosis and appropriate remedial recommendations.
- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk, including advising on project risk and opportunity registers.
- To ensure consultation requirements are met for leaseholders, party wall matters and with residents. Including attendance at Tenants and Resident Association and Area meetings.
- Ensure customer centred standards are maintained, including dealing with the public, solving problems and managing complaints. Respond to all correspondence and telephone calls from all stakeholders or other interested parties relating to the works/repairs, consulting with senior staff where necessary. Analyse cases within set timescales and assess the general condition of allocated responsibilities and planned preventative inspections and surveys

Generic responsibilities

- Take responsibility for personal learning and development, including completing e-learning, safeguarding training, and retrofit awareness modules.

- Uphold all relevant Council policies including Equality and Diversity, Data Protection, and Code of Conduct.
- Contribute to an effective and flexible working culture and participate in wider departmental and organisational projects where appropriate.

This job description is not exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended in the light of the changing needs of the organisation.

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

Number of fully managed staff: 4

Title: Property Surveyor	Grade: PO4	No of posts: 2
Title: Technical Inspector	Grade: PO2	No of posts: 2

Number of partially managed staff: N/A

Title:	Grade	No of posts
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PERSON SPECIFICATION

JOB TITLE: Senior Property Surveyor

POST NO:

DEPARTMENT: Housing

GRADE: PO6

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.

Equality & Diversity

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	
Understanding of how equality and diversity relate to this post	
To comply with and promote the Council's Equal opportunities policy	
Knowledge	
Degree (or equivalent) in Building Surveying or a related construction discipline	S
Professional membership such as MRICS/MCIOB or working toward	
Evidence of continued professional development in building safety, building pathology, or energy efficiency	
Knowledge and understanding of the Housing Disrepair protocol.	
Understanding of landlord/tenant matters, leaseholder consultation requirements and contract dispute and resolution	
Knowledge of building contract management	S
Understand issues around the delivery of maintenance contracts	S
Knowledge of housing finance & budgetary control	
Knowledge of relevant building control and regulation	
Aptitude	
Able to write concise reports on complex issues	
Ability to manage, motivate, and develop teams and individuals	
Ability to communicate effectively with a wide range of people maintaining a professional manner in high pressure situations	
Able to effectively plan and organise a wide and challenging workload and complex projects.	
Ability to manage complex cases as a project from initial enquiry to completion	
Able to explain complex information clearly to members of the public, staff and contractors	
Able to use and manage IT, Ability to collect, understand and interpret financial and statistical information and develop appropriate strategies	S
Numerate and literate to levels commensurate with the post	
Skills	(To Be Tested – T)
Skills can only be used as shortlisting criteria if the skill is to be tested	
Excellent communication and interpersonal skills	
Strong technical building knowledge (defects, regulations, HHSRS)	S
Excellent communication, interpersonal, and problem-solving abilities, especially with vulnerable clients	S
Proficiency in IT, report writing, and potentially CAD software	
To build and maintain effective professional relationships with individuals across a range of organisations	
Ability to collect and analyse complex data and information from a range of sources	
Familiarity with schedule-of-rates and contract/commercial processes	
Experience	
Significant experience leading surveying teams and delivering complex diagnostics across social housing or similar asset portfolios	S
Previous experience in a similar role, ideally within a home improvement agency or related sectors	
Proven track record producing high-quality specifications, technical reports, and costed solutions for refurbishments	S

Expert knowledge of building pathology, damp & mould, structural issues, and stock condition methodologies	S
Experience working within regulated environments (e.g., Building Safety Act , DHS, EPC/MEES) and collaborating with commercial/contract management functions	S
Significant experience of administering building related contracts at a senior level	
Substantial experience of building repairs, refurbishment within either a social housing or private residential environment, including a good working knowledge of building services	S
Substantial experience of dealing with the public, resolving queries/problems or giving advice	
Considerable experience of repairs & maintenance service delivery, sustainability, construction and building services at a senior technical level	
Substantial experience of supervising and developing staff	
Experience of managing and monitoring budgets	
Experience working with contractors to programme, negotiate and oversee works	
General Education	
A relevant Building Surveying qualification. Degree level or equivalent	
Membership of a recognised Professional Institute (RICS, CIOB, CABE or similar equivalent)	
Personal Qualities	
Commitment to Health & Safety, Equality, Diversity & Inclusion, customer focus, and continuous improvement, consistent with Council policies and SIAM's delivery ethos	S
Circumstances	
Ability to work across the borough's housing stock and HRBs; occasional out-of-hours attendance may be required for urgent technical matters	
Physical	
Generally, candidates must meet the standard Lewisham requirements for the post	

DBS Disclosure Required? No Basic Enhanced

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

Physical

Generally, candidates must meet the standard Lewisham requirements for the post.