

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Temporary Accommodation Voids Surveyor	Grade:	P04
Reports to (Designation):	Accommodation Supply Manager	Grade:	P05
Directorate:	Housing	Section:	Housing Strategy

Main Purpose of the job:

To inspect private sector accommodation and determine its' suitability to be leased to the council to accommodate homeless families. To provide specialised technical support to the temporary accommodation service, prepare the hostels capital program, housing acquisition program and private sector leasing program ensuring works are completed to a satisfactory standard.

Summary of Responsibilities and Personal Duties:

1. To make technical recommendations to the Accommodation Supply and Resettlement Service
2. Leader following inspections of properties and communal areas for inclusion in the leasing scheme.
3. Carry out inspections of dwellings and advice on methods of repairs and adaptation and to provide technical temporary accommodation team regarding repairs and maintenance of stock
4. Issue works orders and ensure efficient cost control Carry out supervision of all works as they proceed and on completion and instruct contractors to remedy any defects as appropriate
5. Carry out specialist research and analytical duties as required. Make recommendations on appropriate courses of action.
6. Carry out duties of the Council under delegated authority or as assigned.
7. Make full use of available technology, including the use of specialized technical equipment.
8. Prepare statements of evidence and associated documentation and attend court, public enquiries, etc to give evidence on the Council's behalf where necessary.
9. Keep abreast of current legislation, technical knowledge and new developments. Assist with the establishment of technical standards and working methods.
10. To authorize and/or verify, repair/improvement work carried out by the Lessors and their agent under the Private Sector Leasing Scheme.

11.To provide technical advice and assistance to other areas of the housing needs service as required.

12.To develop and monitor the hostels capital and planned maintenance programme, to complete all Project Implementation documentation.

13.Ensure that all vacant dwellings included in redevelopment schemes are assessed for short-life purposes.

14.To provide technical support to the procurement Team.

15.In conjunction with Manager develop performance standards and monitor achievements

16.To ensure all works supervised above are carried out in compliance with the contract/procurement criteria, specification and standing orders of the Council and Health and Safety at Work Regulations.

17.To authorize payments on works specified above.

18.To liaise with building service regarding any disputes

19.To investigate claims of damage to PSL property by owners/outside agencies, produce reports together with specifications of repairs and estimate of costs. To carry out negotiations with lessors and/or their agents and to supervise remedial works for their properties

20.Make recommendations to the Accommodation Supply Manager regarding the transfer of tenants when extensive repairs are required.

21.To determine responsibility for repairs in accordance with the PSL lease. To prepare estimates of cost of works for owners where required

22.In conjunction with the Accommodation Supply manager, to manage the repairs and maintenance budget for temporary accommodation

23.To negotiate with landlord regarding the hand back of their PSL in accordance with the terms of the lease and minimize expenditure on hand backs for the Council

24.To use the VDU and computer systems for the above duties

25.Flexibility: The over-riding need is to provide an effective and economic organization that is responsive to the Councils' and customers needs at all times. The post-holder will be expected to take a flexible approach to all duties and to assist in covering for all aspects of work throughout the housing service as required in order to promote the general well-being of the service.

26. Attend various meetings both internal and with external parties where required including difficult residents and those who have taken legal action against the council.

27. To risk assess on site any hazards as per the Housing health and safety rating system guidance and be able to produce dynamic risk assessments in regard to both difficult and vulnerable customers.

28. Have attention to detail and good record keeping, ensuring notes, emails and inspections are stored appropriately and are done within the relevant business timescales.

29. Lead on and support the investigation, assessment and resolution of disrepair claims within our housing portfolio. This role is crucial to ensuring legal compliance, maintaining the condition of our housing stock, protecting the organization from litigation and safeguarding tenant welfare.

30. Provide accurate and comprehensive survey reports essential to key decisions relating to Property maintenance, compliance, asset management, planning and risk mitigation.

31. To play a vital role in the coordination and oversight of contractors across a variety of property maintenance, repair and improvement projects. The role is central to ensuring contracted works are delivered to exceptional standard, within budget and on schedule.

32. The ideal candidate will combine technical surveying expertise with excellent interpersonal and communication skills to ensure that stakeholder concerns, requirements and feedback are accurately integrated into planning development and execution phases.

33. This role is crucial in reducing in reducing void times, ensuring properties meet quality and safety standards maximising housing availability for tenants.

34. To have knowledge of the schedule of rates to ensure consistency and value for money in pricing and specification across all jobs to support accurate budgeting and financial forecasting.

35. To drive down reactive spend and improve long term asset performance, and ensuring that maintenance activities are both cost – effective and aligned with the organizational strategy.

Internal Contacts: These include

External Contacts: This will include

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 Performance Evaluation Scheme (PES) 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.

Number of fully managed staff: Minimum 0

PERSON SPECIFICATION

JOB TITLE: Temporary Accommodation Voids Surveyor **POST NO:** P04

DEPARTMENT: Housing Strategy

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 **S**

Understanding of how equality and diversity relates to this post **S**

Knowledge

Recognised technical qualifications (building surveying, or other related discipline) **S**

Knowledge of building construction and practice **S**

Knowledge of practical building repairs **S**

Knowledge of performance management issues **S**

Knowledge of relevant Health and Safety legislation **S**

Aptitude

Skills

(Skills can only be used as shortlisting criteria if the skill is to be tested) (To Be Tested – S)

Sensitive to the differing needs of all tenants

Ability to communicate technical and policy matters.

Excellent negotiation skills.

Ability to investigate technical aspects of housing maintenance and specify correct remedial action.

Ability to write reports.

Ability to ensure work done complies with specifications, standing orders and safety regulations.

Ability to establish causes of problems and to identify remedies in an analytical way.

Ability to prioritise the workload and ensure immediate problems are speedily processed

Level of numerical and verbal skills sufficient to enable postholders to undertake duties of the post

Experience

Practical experience of providing residential valuations and surveying **S**

Considerable experience of identifying faults in buildings and preparing specifications for repair.

Substantial experience of identifying faults in buildings and preparing specifications for repair. **S**

Experience of working within a team and providing advice and support to other team members.

Experience of negotiating with private landlords and external contractors. **S**

Experience of managing and controlling budgets **S**

General Education

Personal Qualities

Ability to visit and gain access to awkward places.

Commitment to the promotion of equal opportunities

Able to use technology for the above duties.

To carry out duties at any location as required.

To carry out any other duties that will assist in meeting the targets of the service unit.

Circumstances

DBS Disclosure Required? **No** ☐ **Basic** ☒ **Enhanced** ☐

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

Physical

Good general health, able to climb and work from ladders when required.