

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Minor works' surveyor	Grade: P04 (£44,773 - £54,254)
Section: Technical Team - Major Works	Directorate: HRD
Responsible to following manager: Minor Works Manager	Responsible for following staff: N/A
Post Number/s: H3010, H1901, H1902	Last review date:

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Responsible to the Minor Works Manager for the preparation, procurement and management of planned works to acquired properties. In addition, the post-holder will be required to carry out retrofit works to void properties with low EPC ratings to bring them up to a rating of at least a C.

Specific Duties and Responsibilities

1. To maintain and update the acquired and infill property spreadsheet on allocated schemes. Ensure that the budget for minor works is not exceeded and that clear financial records are kept, as directed by the Minor Works Manager

2. Assist the Building Maintenance Managers of the area teams in the identification of priority schemes for inclusion in the minor works programme and, where required, confirm evidence of disrepair/need for submission of a referral for major works to the Capital Programme and Support Services Manager
3. Prepare detailed specifications and drawings for the purpose of securing competitive tenders and the management of the contracts. Arrange for works to be tendered and contracts let in accordance with the Council procedures and JCT forms of contract or using the NEC order system.
4. Ensure that all specifications are prepared with regards to the requirements for leasehold consultation. Ensure information is provided promptly to enable service of documents on leaseholders in accordance with the Landlord and Tenant Act 1985. Attend public consultation meetings to help present and explain proposed scheme to residents and service charges to leaseholders.
5. Monitor quality and progress of schemes on site and issue instructions and variations as necessary to the contractor. Responsible for ensuring that quality of work and value for money is obtained at all times.
6. Under the authority of the Minor Works Manager, manage all financial matters and resolve any disputes related to the projects, including all payment certification in accordance with the various forms of contract. Negotiate final accounts and ensure timely issue of all relevant certification for the proper management of the contract.
7. Monitor the performance of contractors and makes recommendations to the Minor Works Manager for acceptance or suspension from tendering.
8. Responsible for ensuring the statutory requirements of the Health & Safety at Work Act 1974 and Construction (Design Management) Regulations 2015 are complied with at all times by contractors engaged on work on the housing stock. In the role of 'Principal Designer', provide thorough Pre-Construction Information and plan, manage, monitor & co-ordinate H&S information necessary for the proposed construction work. Take overall responsibility on behalf of the Council for ensuring the requirements of CDM 2015 are implemented. Where necessary, ensure Contractors Construction Phase Plans are provided along with suitable welfare arrangements and pre-approved prior to work commencing. Liaise with the appointed Principal Contractor & monitor any known risks that need to be controlled during the construction phase. Acting as the council's client responsible person, submit an online F10 notice to the HSE where the work is 'Notifiable'. At Practical Completion ensure comprehensive Health & Safety Information and record documentation for the work is obtained from the Principal Contractor to compile the Health and Safety

File. Ensure that all documents are stored appropriately to comply with the requirements of the Building Safety Act 2022.

9. Responsible for providing known asbestos record information from the asbestos register, etc., to ensure the safety of contractors, residents and the general public. Request testing and act as point of contact for specialist contractors carrying out testing and surveying on allocated schemes. Issue instructions to remove/encapsulate materials where they may be disturbed by the proposed work.
10. Responsible for obtaining & reviewing the property Fire Risk Assessment and including remedial works for actionable items within the specification of works; updates the record database on completion.
11. Ensure schemes comply with statutory planning and building regulations, making applications where required. Under the guidance of the Senior Technical Manager, issue Party Wall Notices on Adjoining Owners in compliance with the Party Wall Act 1996
12. Responsible for ensuring that databases are regularly updated in respect of planned and programmed works, ensuring that general technical data relating to property is collected, collated and input on the appropriate system
13. Respond to correspondence within prescribed timescales, preparing reports as required for, amongst others, the Head of Technical Services and Sustainability, the Minor Works Manager, Area Housing Managers, and the Senior Technical Manager.
14. Inspect void properties with an EPC of D or below, identify works necessary to increase the rating to a minimum of C and arrange for these to be carried out either by using the schedule of rates or competitive tenders.
15. Provide general technical advice and assistance to officers within Housing Management Services and undertake any other duties commensurate with the grade from time to time.

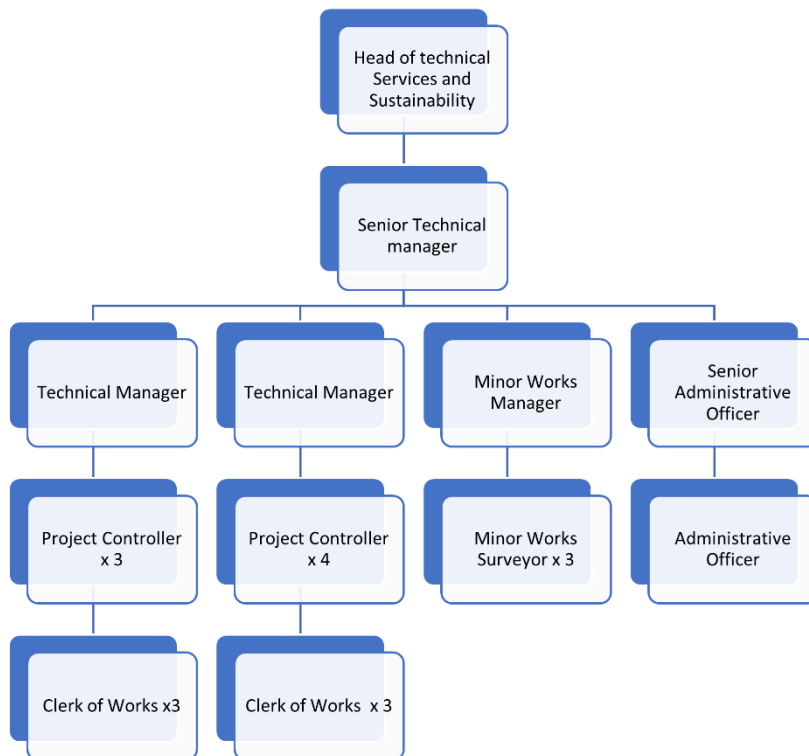
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

- To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of the requirements of Building Control, Planning, Health & Safety, CDM and Fire Safety and any other relevant legislation	X		A/I/T
Must have a good working knowledge of the implications of the Housing Acts on leasehold property, including S20 & leasehold legislation	X		A/I/T
A basic working knowledge of information technology, including office Word, Excel, email etc and repair ordering systems	X		A/I/T
An understanding of and commitment to the Council's Race and Equal Opportunities policies	X		A/I

An understanding of the Council's role in relation to the safeguarding of children & vulnerable adults.	X		A/I
Experience	Essential	Desirable	Assessed
Experience of contract administration and management, in particular utilising JCT 2011 Minor Works Form of Contract from inception right through to negotiating the final account	X		A/I
Extensive experience of diagnosing building defects, identifying then specifying cost effective remedial solutions	X		A/I
Experience of preparing building works specifications and drawings for revenue & capital projects	X		A/I/T
Experience of supervising repair & refurbishment works to a broad range of residential property types including managing poor contractor performance	X		A/I
Experience of raising orders using a schedule of rates	X		A/I
Skills	Essential	Desirable	Assessed
Ability to ensure the provisions of the Health & Safety at Work Act and Construction (Design Management) Regulations 2015 are complied with at all times, by contractors engaged on work to Housing stock. Ability to act as the CDM Principal Designer and Client notifying the H.S.E as necessary.	X		A/I
Ability to effectively organise & prioritise work with minimal supervision	X		A/I
Ability to communicate effectively with Members, staff, residents and their associations	X		A/I/T
Ability to manage professional consultants where required	X		A/I
Ability to maintain financial control on projects	X		A/I
Ability to develop an excellent knowledge of green technologies as they can be applied to existing housing stock to improve thermal efficiency and reduce carbon emissions.	X		A/I/T
Qualifications	Essential	Desirable	Assessed
A qualification in retrofitting energy efficiency measures.		X	A/I

A – Application form / CV

I – Interview

T – Test



C - Certificate