Senior Surveyor

accent *peerless*

Camberley // £36,500 + £3,300 car allowance per annum

Accent Peerless is an ambitious and forward thinking, Camberley based housing association, owning and managing 4,000 residential properties in Hampshire, Berkshire, East and West Sussex, Surrey and Kent. Accent Peerless is part of the Accent Group which is a national housing organisation employing c600 people.

Working under the direction of the Head of Property Services, you will be required to undertake a full range of building surveying duties to Accent Peerless's property portfolio of sub market rented, market rented, sheltered, shared ownership and leasehold managed properties.

With previous substantial experience in general building surveying, you will take the lead in delivering a range of quality and cost effective services for our residents, including the Planned Maintenance programme.

The successful candidate will be highly motivated and be customer focused, with the ability to communicate at all levels and deliver the Accent Peerless standard to our customers. Ideally, you will have worked in a similar role and will have knowledge of social housing and all housing maintenance related issues.

We offer an excellent benefits package including a salary based contributory pension scheme with life assurance cover, generous holidays and both internal and external training opportunities.

Apply on-line at:
https://jobs.accentgroup.org

Closing date:

Monday 26 March 2012

POSITIVE ABOUT DISABLED PEOPLE

We positively welcome and support the diversity of the communities we work with and the people we employ.

JOB DESCRIPTION

JOB TITLE: SENIOR SURVEYOR
DIRECTORATE: ACCENT PEERLESS
DEPARTMENT: PROPERTY SERVICES
REPORTING TO: HEAD OF PROPERTY SERVICES

SUPERVISORY RESPONSIBILITY:

OVERALL PURPOSE & OBJECTIVES OF POST:

Works under the direction of the Head of Property Services to undertake a full range of building surveying duties to Accent Peerless's property portfolio of sub market rented, market rented, sheltered, shared ownership and leasehold managed properties. Has overall responsibility for the work of the Major Works Delivery Team including statistical and performance related information. Responsible for all planned maintenance and improvement works to a geographical group of properties owned by the Association. Diagnose building defects, recommend and undertake the most appropriate and long term repair. Management of major and minor works contracts from inception to completion (planned works, cyclical works and ad hoc projects and major disabled adaptations) all to defined budgets and targets. Preparation of fee tender documents and management of external consultants. Responsible for the management of one Project Inspector whose main duties are monitoring contractors providing clerk of works duties on major works contracts, and two Surveyors responsible for the delivery of the annual Major Works Programme. To offer technical advice support and assistance to the Project Inspector and other staff and generally follow best practice. From time to time undertake the duties of a Project Inspector.

PRINCIPAL DUTIES:

1. To undertake full contract administration duties in the procurement of contract works using standard contract and non standard forms, including:
   - 1.1. Full tendering process, advising on the selection of tenderers, examination of tenders for assessment and recommends acceptance of tender.
   - 1.2. Issuing certificates for payment, agreement of final accounts, practical completion certificates etc
   - 1.3. Chairing pre-contract site meetings and making regular site visits and inspections.
   - 1.4. Supervising administration of contracts, authorising issue of Variation Orders, Interim Certificates and Practical Completion Certificates.
   - 1.5. Responsibility for awarding extensions of time, issuing Certificates of Non-Completion, recommending deduction of Liquidated Damages and negotiating with contractors over claims.
   - 1.6. Ensuring all Accent Peerless financial/audit requirements are adhered to prior to negotiation, approval and subsequent issue of Final Certificate and final account.
   - 1.7. Preparing technical brief, seek fee tender/quotations, and project control external consultants as and when required

1.8. Providing data on planned work completions to the Investment Planner/Database Analyst in a regular and timely manner

2. To undertake general building surveying duties including building surveys (stock condition, right to buys, purchased property) measured surveys, party wall matters etc.
3. To advise on changes to the 5 year Major Works Programme as required.
4. To administer major disabled adaptations in accordance with the Standard Operating Procedure
5. To prepare and obtain all necessary statutory approvals.
6. To prepare estimates for works and submission of budget proposals for projects.
7. To provide all necessary information to the Leasehold Service Officer to enable consultation with leaseholders under Section 20 of the Housing Act on qualifying contracts.
8. To undertake research and detailed design work in the procurement of contracts where required.
9. To investigate new initiatives for building maintenance techniques, products and materials and recommend introduction within the Association's working practices of all suitable new technology that provide longevity and best value in terms of whole life costing and meet best practice
10. To investigate defects (structural and non structural), diagnosis of cause, prepare reports, provide option for repair, liaise with loss adjusters where necessary and effect repairs.
11. To initiate and develop resident consultation in respect of all work planned and major work undertaken.
12. To ensure contract procurements routes take advantage of best practice, procurement for all and procurement for housing and partnering.
13. To ensure changes in legislation are incorporated into contracts and any maintenance policy/procedure is suitably updated.
14. To ensure a professional standard of all work is undertaken, ensuring quality of work and value for money
15. To maintain close contact with all departments within Accent Peerless and outside bodies vis-à-vis Local Authorities (Building Regulations, Planning, Conservation Area and Listed Building requirements), Statutory Authorities etc.
16. To maintain and update stock condition survey, asbestos register and Health and Safety file
17. To provide information and associated documentation to the Health and Safety Manager
18. To monitor contracts and budgets and prepare monthly progress reports on the post holders own geographic patch and to collate similar information from the rest of the Major Works Delivery Team.
19. To advise and liaise with staff, residents, other bodies on matters in connection with major contracts and other contract work.
20. To prepare full briefing documents to enable fee tenders to be sought from specialist consultants and subsequent management of consultants.
21. To manage Project Inspector acting as Clerk of Works on contract work. Ensure adequate levels of monitoring and reporting on progress and quality.
22. To have line management responsibility for two Surveyors in respect of Major Work's delivery.
23. To respond to complaints in accordance with Accent Peerless' complaints policy.
24. To deal with claims from adjoining owners, tenants, leaseholders and arrange for party wall awards, compensation etc. in relevant cases.

ADDITIONAL DUTIES:

1. To ensure compliance with health and safety regulations and equality and diversity policy in respect of all works undertaken.
2. To undertake the duties of Planning Supervisor on projects undertaken by the other area teams.
3. To prepare plans for conveyance purposes and consult with solicitors.
4. To maintain and updating office procedures and systems, where appropriate.
5. In compliance with association guidelines issues
   - approvals in respect of restrictive covenants,
   - approvals in respect of requests to undertake construction work to tenanted or properties previously owned by Accent Peerless
   - approvals in respect of licenses/rights of way/easements
6. As and when necessary the job holder may be required to carry out other duties/projects within the Association commensurate with the Grade of the post and at the discretion of the Director of Operational Services.

HEALTH & SAFETY:

All Accent employees must comply with the statutory legislation contained in and related to the current Health & Safety at Work etc Act, Regulations, Approved Codes of Practice and Guidance. Compliance also includes all the Health & Safety Policies, Procedures, Safe Systems of Work and Guidance set out by Accent Group. Employers, line managers and employees must take reasonable care to ensure that they do not endanger themselves, or anyone else who might be affected by their work activities.

Training and supervisory arrangements are in place to prevent intentional or reckless interference and misuse of anything provided, by Accent, for health and safety purposes. Risk Assessments should be completed for all hazards identified in the workplace.

DEPARTMENTAL STRUCTURE:

Full Departmental Structure available from Human Resources Department

AH/DAC
11.09

Prepared by:	Clive Hartley	
Checked by:	Ayza Hafeez	
Date:	March 2012	**(PS P020)**

ACCENT GROUP LIMITED
PERSONNEL SPECIFICATION

POST TITLE: **SENIOR SURVEYOR**

SUMMARY OF JOB: Responsible for all planned maintenance and improvement works to a geographical group of properties owned by the Association.

In all matters of employment and services provided by Accent Group we require everyone to respect and abide by our Equal Opportunities Policy, which allows for the right of individuals to be treated in a fair and equal manner.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED eg APPLN FORM/ INTERVIEW/PRACTICAL TEST
EXPERIENCE	• Experience of conducting stock condition surveys and/or data collection • Experience in general building surveying with particular emphasis on quality and durability of attributes and components • Experience in construction drawings and detailing • Experience of working within occupied properties • Experience of managing technical staff	• Worked in the Social Housing sector previously • Experience of alternative forms of tender	**Application Form and Interview**
QUALIFICATIONS	• Evidence of regular study in support of Continued Professional Development (CPD). • Technical qualification in construction	• A Professional Associate of the Royal Institute of Chartered Surveyors or working towards • A Member of the Chartered Institute of Builders or working towards	**Application Form and Interview**
TRAINING	• Must be prepared to undertake any relevant training	• Knowledge of AutoCAD • Is committed to working in a customer focused environment • Report writing skills	**Application Form and Interview**
SPECIAL KNOWLEDGE/PRACTICAL/ INTELLECTUAL SKILLS	• Good understanding of property construction and building products • Good knowledge of Windows Office Applications – particularly Excel • Ability to interpret legislation and understand building products and their associated life cycles	• Good business judgement & commercial awareness	**Application Form and Interview**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED eg APPLN FORM/ INTERVIEW/PRACTICAL TEST
	• Ability to prioritise workloads and meet strict deadlines • Good interpersonal communications and time management skills • Good oral communication skills • The ability to be an effective team player • Enthusiasm and commitment to the role • Self motivated • Able to perform with minimal supervision • Knowledge of leases and alternative forms of tenancy • Value for money ethos • Managing residents expectations • Equal opportunities & diversity awareness • Awareness of Accent's vision and business objectives		
PERSONAL CIRCUMSTANCES	• Access to car for work with valid driving licence • Must be flexible to adapt to the requirements of the job. • Willingness to travel		**Application Form and Interview**
DISPOSITION/ADJUSTMENT/ ATTITUDE	• Empathy & respect for client group & colleagues • Commitment to equal opportunities & diversity • Positive attitude & commitment to good customer service • Effective interpersonal skills • Can demonstrate enthusiasm towards the role • Positive/can do attitude • Effective problem solving skills • Demonstrate a commitment to Accent Group's vision and business objectives		**Application Form and Interview**

TERMS & CONDITIONS

JOB TITLE: **SENIOR SURVEYOR**

LOCATION: **STATION HOUSE, 1 PEMBROKE BROADWAY, CAMBERLEY, SURREY, GU15 3XD**

CLOSING DATE: **MONDAY 26 MARCH 2012**

The successful applicant will be employed on Accent Group Standard Terms & Conditions of Employment.

CURRENT SALARY DETAILS:

The full salary for this post is £36,500 per annum for new employees who fully meet the requirements of the post/Personnel Specification.

New employees/postholders who possess almost all of the requirements of the post/Personnel Specification, but with a few specific areas requiring some development in order to be fully effective, the starting salary will be 5% below the salary detailed above.

On some occasions, those who have development needs in a number of areas in order to fully meet the requirements of the post/ Personnel Specification, the starting salary will be 10% below the salary detailed above.

In any event, it is envisaged that all new recruits will reach the full salary for the post within approximately 12 months.

CAR ALLOWANCE: £3,300 per annum

EMPLOYMENT TYPE: Permanent

CONTRACTED HOURS: 35 hours per week
For example 9am to 5pm Monday to Friday, with one hour for lunch.

Specific times to be agreed with the manager on appointment

For some posts, particularly senior posts, work in excess of contractual hours will be required

EMPLOYMENT SUBJECT TO: All offers are subject to the receipt of:

- Satisfactory References
- Medical Clearance
- Proof of Eligibility to Work in the UK

PROBATION: All employees are subject to a 6-month Probationary Period, during which time progress is closely monitored. Employees are transferred to

the established staff of the Group on satisfactory completion.

HOLIDAY YEAR: 1 January to 31 December

BASIC HOLIDAY ENTITLEMENT: 25 days per year

SERVICE DAYS: 1 day for each calendar year of service – up to a maximum of 5 days.

STATUTORY DAYS: 9 statutory holidays (2012)

PRIVILEGE DAYS: 3-4 days per calendar year to be taken as directed by the business – possibly between Christmas and New Year. Any days not directed will be added to your holiday entitlement.

BUYING ANNUAL LEAVE: The facility to request to purchase additional holiday of up to 2 of your working weeks in any one year subject to the needs of the business.

ALLOWED HOLIDAY CARRY OVER: 1 working week

FLEXI TIME: Core times – 10am to 12 noon and 2.30pm to 4pm
Earliest start time – 8am Latest finish time 7pm
Flexi time runs in a 4 week period
Maximum carryover/deficit in a 4 weekly period – 10 hours (pro-rata for part time staff)
Core time can be broken twice in one period.

NOTICE PERIOD: One Month

PAY PERIOD: 20th of the month or on the last working day before 20th if it falls on a weekend or Bank Holiday/ Privilege Day.

COMPANY SICK PAY: Sickness will be calculated on a "Rolling Year" basis. A rolling year is where we take the first day of a new period of absence and look back 12 months to see how much sickness leave you have taken between the two dates. The amount already taken gives the balance of the entitlement for the period of sickness absence.

- During the first 4 months of service – 1 month full pay.
- From 4 to 12 months service – 1 month full pay and 2 months half pay.
- During the second year of service – 2 months full pay and 2 months half pay.

- During the third year of service and over – 4 months full pay and 4 months half pay.

MATERNITY PAY & LEAVE AND ADOPTION PAY & LEAVE:

Employees who have average weekly earnings below the lower Earnings Limit for National Insurance have no entitlement to Company or Statutory Maternity Pay.

Weeks 1 - 6 = 90% of average weekly earnings
Weeks 7 – 18 = 50% of salary plus SMP up to a maximum of 100% of normal salary
Weeks 19 – 39 weeks = SMP only
Weeks 40 – 52 = no pay

If you leave within 3 months of the last day of absence Company Maternity Pay will be recovered, from your final salary payment. Maximum leave is 52 weeks. Service requirements for both pay and leave are as per current legislation.

PATERNITY PAY & LEAVE INCLUDING ADOPTION PATERNITY PAY & LEAVE:

Employees who have average weekly earnings below the Lower Earnings Limit for National Insurance have no entitlement to Statutory or Company Paternity Pay or Statutory or Company Adoption Paternity Pay.

Up to a maximum of 2 weeks taken as whole weeks. Periods of less than a week will be counted as a week. Leave to be taken within 56 days of the birth/placement.

Weeks 1 – 2 = SPP/SAPP only or 90% of salary if higher.

If you leave within 3 months of the last day of absence Company Paternity Pay or Company Adoption Paternity Pay will be recovered, from your final salary payment.

Service requirements for both Paternity and Adoption Paternity leave and pay are as per current legislation.

UNPAID LEAVE:

Applications will be considered, once in every 5

year period as follows:
After 1 year of service - up to 4 weeks.
After 2 years of service – up to 3 months.

LONG SERVICE AWARDS:

Based on length of continuous service, you will receive the following amounts paid in Vouchers.
10 years - £100
20 years - £200
25 years - £250
30 years - £300

PENSION SCHEME:

Employees are entitled to join Accent's salary based contributory pension scheme with Life Assurance Cover on commencement of employment. Contributions are currently 16% of salary from the Group and 9% from the employee. Employees are not eligible to join the Pension Scheme until they reach 18 years of age.

TRAINING:

Accent Group offers both internal and external training opportunities, and has an extensive catalogue of E Learning modules available for staff to complete. There is also the opportunity for sponsorship through Day Release/Professional Studies leading to qualifications. Everyone is encouraged to take advantage of the training opportunities offered however attendance is subject to manager approval and is dependent upon the level of the post and available budget.

APPLICATION INFORMATION:

At Accent Group we take seriously our responsibilities to reduce our carbon footprint. As a result we have chosen not to send letters to candidates whose application is rejected prior to interview.

However, we feel that it is important to acknowledge the time taken to make an application, and the interest shown in Accent Group. If you have not heard from Accent Group within 3 weeks of the closing date of the vacancy, you should assume that your application has not been successful on this occasion, however, please accept our thanks for your application.