JOB PACK

Building Surveyor



Creating homes.
Building lives.

Jigsaw

ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Holidays:	24 days leave per annum rising incrementally to a maximum of 29 days, plus bank holidays, plus 3 days for Christmas closure (based on a 5-day working week).
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme with an 11% combined contribution with the option to increase.
Jigsaw Benefits:	In return Jigsaw Homes Group offer company sick pay, on-site gyms, access to our cash back health plan membership, access to Perkbox, our benefits platform giving you access to hundreds of retail discounts, cashback offers and rewards, enhanced maternity/paternity leave, training/development opportunities plus much more. See the benefits page on our website for more details.

Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a four-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training:	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit **www.jigsawhomes.org.uk/dbs** to view the Group's DBS policy statement. Further information about the disclosure can also be found at www.homeoffice.gov.uk/dbs
Diversity:	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

You will be welcomed as part of our established and dedicated Asset Management department which has a committed and passionate team of 600 colleagues who work with care, professionalism and togetherness.

Our team prides itself on investing in our own people to deliver first class property-based services across Jigsaw Homes Group covering a broad range of disciplines, including reactive and planned maintenance, property refurbishments, grounds maintenance, caretaking and estate services, building safety, compliance and more.

Role Summary

We are seeking an experienced and adaptable Building Surveyor to join our Planned Maintenance team.

The successful candidate will work with the Surveying Manager, with specific responsibilities for carrying out building inspections and surveys of both occupied and void properties. You will also work alongside the Healthy Homes Team, to help diagnose and rectify damp & mould issues.

With a sound technical background, you will be able to diagnose typical building defects, carry out stock condition surveys and monitor works carried out by both our in-house technicians and contractors.

You will have excellent customer service skills and be able to give clear advice and explanation of work that is needed or being carried out to our residents.

You will demonstrate current knowledge of all relevant legislation and Health & Safety regulations including CDM 2015 and Asbestos.

Responsible To - Operations Manager

MAIN TASKS OR ACTIVITIES

1. Undertake surveys/inspections on both occupied and void properties.
2. Determine maintenance requirements and produce schedules of work/ tender documents as necessary and obtain quotations.
3. Diagnose building defects as necessary and propose remedial action, particularly in respect of dampness and structural works.
4. Liaise with insurance companies and loss adjusters to agree rectification works.
5. Assess structural anomalies and liaise with structural engineers to develop practical solutions.
6. Overall supervision, ordering and inspection of any repairs or improvements needed to our homes.
7. Inspect work during and on completion to check the quality of workmanship, completion times and value for money.
8. Inspect work where the tenant is dissatisfied with the completed repair.
9. Assess the performance of contractors and review their performance.
10. Carry out asbestos validation surveys and sampling (where qualified to do so) and Fire Risk Assessment review surveys
11. Carry out audits in accordance with the Fire Reform Order and order any necessary works

12. Supervise and manage Environmental Sustainability projects through possible grant funding as directed.

13. Inspect properties for insurance claims.

14. Identify any repairs that fall under the tenant's responsibility and give advice on the options available.

15. Identify major component replacements or major repairs via stock condition surveys.

16. Take appropriate action to ensure that the service meets the Group's performance targets in all areas of Asset Management.

17. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.

18. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.

19. Carry out any duty which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive or Group Directors commensurate with the position.

Candidate Requirements

Candidate Requirements:	• HNC or an equivalent in Building Surveying or Building Studies/Construction or equivalent, and a BSc Building Surveying • Experience of working within asset management/maintenance environment and a knowledge of building construction • Experience of using a schedule of rates • Experience of specifying, scheduling and administering day to day responsive repairs • Knowledge of health and safety legislation/regulations in relation to Asset Management and the Fire Reform Order • Experience of diagnostic building defects and remedial works • Experience of producing schedules of work and tender documents • Full, valid UK driving licence

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



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