



# TAFF

**We provide great homes and improve lives .**

**We're here to help make people's lives better.**



Taff is responsible for over 1,500 homes across Cardiff and we provide support services to people across four local authorities in South East Wales.

We develop and deliver reliable services. Building and maintaining quality homes, working with local communities and building long-term partnerships.

As we continue to grow, we'll continue to use our position of influence to create positive change.

## **Advert**

We have an exciting opportunity for a Senior Surveyor to join our Assets Team.

The successful person will work with a great team of colleagues to help deliver our planned and major works programs ensuring effective procurement, delivery, technical compliance, and project management.

What can we offer you?

- Offices based in Cardiff with onsite parking, however, we are actively supporting agile working, so working from home is also available.
- Support for continued learning and professional development.
- Access to private medical insurance, along with specialist medical opinion for you and your family.

## **Role: Senior Surveyor**

**Responsible to:** Assets and Compliance Team Manager

**Team:** Assets & Compliance

### **What you'll do...**

Lead the surveying team to ensure effective procurement, delivery, and project management of planned and major works. Along with taking the team to the next level regarding decarbonisation and achieve zero carbon homes.

### **Values and behaviours to do the role:**

You will need to be passionate about delivering a first-class service to our tenants while ensuring our homes are maintained to the highest possible standard.

Have an attitude that is positive, flexible, enthusiastic, and focused on achieving results.

### **You will also need to be:**

- A great team player and colleague.
- Committed to driving forward an excellent service.
- Be open, authentic, embrace and drive change.
- Confident and supportive team leader who will provide guidance.
- Seek out best practise and be a role model for others.

### **Main Functions**

- Manage all major planned projects, including arranging works identified on fire risk assessments, cyclical redecoration, WHQS component replacements and major, complex works.
- Preparing and overseeing the specifications, schedules of works and contract documents for tendering and pricing by contractors to meet the major planned projects programme.
- Modify and maintaining specifications and working methods to achieve improvements in sustainability, energy efficiency while reducing the environmental impact.
- Ensuring major planned projects of work achieve high quality, via contractor's performance monitoring, tenant satisfaction and continuous improvement.
- Take into consideration value for money is achieved and monitor all major planned works in line with the associated budgets, addressing any issues as they arise.

- Ensuring all major works are Health and Safety compliant. Ensuring residents, contractors and staff are kept safe while complying with relevant legislation and best practice.
- Responsible for complaints, disrepair/insurance claim investigations and responses.
- Work positively and in partnership with colleagues across all areas of the business, by providing advice and support as required.
- Be a leader in the business who offers positive challenge and innovation.

### **Lead the Surveying team**

- Create a positive team culture and clear parameters for the team to succeed.
- Understand communicate what good looks like on a regular basis.
- Provide strong support and guidance to the team members to achieve great results.
- Involve the team in planning and designing the service provided.
- Use data, insights and IT solutions and allow the team to make the best use of their time and focus their resources.
- Provide the team with the skills and training to improve the service.

## **The Person**

### **Knowledge, skills, and experience**

#### **Knowledge**

##### **Essential**

- Surveying graduate or trade related background with HNC (minimum) in building/construction/Trade related field.
- Understanding of WHQS and HHSRS
- Knowledge of CDM 2015
- Knowledge of contracts and contract management.

##### **Desirable**

- Membership to a professional body, such as CIOB or RICS
- Knowledge of the housing association sector in Wales.
- Management qualification such as ILM.
- Working knowledge of Lifespan software.
- Working knowledge of the Control of asbestos regulations.
- PAS2035 knowledge.

#### **Skills**

##### **Essential**

- Budget management.
- Excellent numeracy and literacy.
- Excellent communicator with the ability to present information clearly both verbally and in writing, readily adapting to meet the needs of different audiences.
- Ability to influence, consult, negotiate in all areas of asset management.
- Ability to sustain a professional relationship with clients, contractors and colleagues and be aware of boundaries.
- Ability to represent the organisation and network with other stakeholders and develop relationships in a professional manner.

#### **Experience**

##### **Essential**

- Experience of delivering or managing planned programmes of work and associated budgets
- Experience of contract management.
- Experience of inspecting and solving building defects and providing technical guidance to others.
- Experience of producing specifications and tender documents.
- Experience of managing multidiscipline contractors.

- Experience of managing staff.

## **Personal Qualities**

### **Essential**

- Commitment to the Association's values and equal opportunities.
- Ability to work autonomously and as part of a team.
- Have a collaborative approach to problem solving.
- An effective time manager who can respond quickly to changing demands and conditions.
- Positive enthusiastic individual who inspires confidence and delivers a positive and proactive approach.
- A flexible and creative approach to problems and a positive approach to change.
- Commitment to team working.
- Ability to work under pressure, to prioritise and programme work to meet targets and deadlines.
- Ability to attend occasional evening meetings.
- Ability to drive and daily access to a car.

### **Desirable**

- Ability to communicate in Welsh or a relevant community language.

## **Diversity**

### **Essential:**

- Demonstrate and respond to the diverse requirements and needs of individuals.
- To encourage individuals to value diversity and challenge behaviour which undermines the ethos of equality.

## **We ask all Taff employees to...**

- Keep up to date with changes in systems, policies, procedures and working practices
- Take ownership for your personal safety and that of those around you
- Take the opportunity to develop your skills and knowledge
- Contribute to a happy and positive workplace

\*This job description is indicative of the range of current duties and responsibilities for the post. It is not comprehensive. This post is expected to develop over time with the skills and knowledge of the post holder and it is essential therefore, that it is regarded with a degree of flexibility, so that changing needs and circumstances can be met. All changes will be discussed with the post holder.



## Conditions of Service

Salary	£34,100 - £36,209
Contract type	Permanent
Working Week	35 hours a week, normally Monday - Friday Flexible working in accordance with our Work life Balance Policy. Should business needs change, you may be expected to work at our other sites.
Annual Leave	25 days annual leave (extra 1 day leave after 5 & 10 years' service – total of 27 days) plus 4 extra statutory days and 8 bank holidays.
Location	Your sofa, home office or garden? It's your choice. Our Head Office location is at Alex House, Canton, Cardiff CF5 1JD and some attendance there will be expected.
Criminal Records	Basic Disclosure and Barring Service (DBS) check will be necessary for the successful applicant, and appointment will not be confirmed before a satisfactory disclosure is received.
References	Two satisfactory professional references covering the last 3 years; including one from your current employer. (Family members cannot provide references)
Business Mileage	You may at times be required to use your own motor vehicle for use on official journeys. Your mileage expenses will be reimbursed based on the locally agreed rate. It is your responsibility to ensure that you have appropriate Business Insurance to undertake your duties.
Probationary Period:	6 months.

To apply for this post and to view all our current vacancies please visit <http://www.taffhousing.co.uk/vacancy/>.

**Closing date: Wednesday 3<sup>rd</sup> February 2021 at 9am**  
**Interview date: Thursday 11<sup>th</sup> February 2021**