

JOB DESCRIPTION

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| Job Title | Senior Technical Surveyor – Home Adaptations | | |
| Directorate | Adult Services and Housing | | |
| Reporting to | Service Manager – Occupational Therapy | | |
| Grade | 10 | | |
| Evaluation ref: | RP272 | Job Family ref: | |
| Role Purpose | | | |
| <p>To manage, deliver and supervise a range of construction projects and programmes to deliver the council's statutory role in providing Disabled Facility Grants (DFG) ensuring that financial, legislative and reputational risks are managed and that budgets are managed appropriately.</p> <p>To undertake the role of Principal Designer to design, specify, procure and project manage intermediate scale and complexity projects from inception to completion.</p> <p>To work closely with clients with a wide range of disabilities to ensure their needs are met with compassion and understanding.</p> | | | |
| Responsibilities | | | |
| <p>Ensure compliance with all relevant legislation, the Council's standards of conduct, organisational policy, and professional codes of conduct to uphold standards of best practise.</p> <p>Work with understanding and empathy to support people with a wide range of disabilities and communication needs, building rapport with clients and their families, linking in with statutory agencies, social housing providers, private landlords, Hospitals and community health care services and voluntary sector support providers who may impact on projects.</p> <p>Identify and determine eligibility and if the proposed works are reasonable, practicable and eligible for financial assistance, and discuss other financial options available e.g. loans, discretionary grants, contributions.</p> <p>Accurately collect and record DFG Applicants financial data, undertake a financial means test and provide informed decisions in relation to financial assistance awards, including agreeing discretionary funding.</p> <p>Prepare and present reports to enhanced peer forums and arrange multi-disciplinary meetings to progress works.</p> <p>To undertake the role of Principal Designer under Construction Design and Management (CDM) regulations, to lead in various tasks from the pre-construction stage to completion, of projects undertaken by Somerset Council. Which includes planning, managing and monitoring the earliest stages of the project, from concept</p> | | | |

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design to planning the construction work and preparing the Health & Safety file at practical completion.

To produce detailed specifications, drawings using AutoCAD and schedules of work for home adaptations including large extensions, modifications and property related repair works ensuring full compliance with Building Regulations, Planning Permission, listed building consent and good practices, etc.

Prepare and submit all documentation for Planning and Building Regulations applications.

Develops and manages relationships with key contractors, supplier frameworks across area of responsibility to deliver effective service.

To obtain quotations and estimates from contractors, and to scrutinise them and determine fair costings and competitive tendering for the proposed work. Establishes project budgets and recommends contingency levels, drawing upon external or internal cost estimation as required.

To award proposed works to successful contractors and to manage and monitor the progress and quality of work. To help in the planning management, monitoring and coordination of the construction phase in accordance with contractual requirements and compliance with (HSE) Health and Safety Executive legislation.

To carry out interim and final site inspections to monitor the quality of works and appraise unforeseen works where technical problems have been encountered and to negotiate with applicants and contractors in matters of dispute, and to make decisions for approved grants and loans.

Monitoring and reporting on planned and unplanned expenditure ensuring costs are controlled at project level.

Using property records and databases, to provide timely and accurate costings for building schemes, to oversee funding granted and money received by third parties, ensuring purchase orders are raised correctly on Dynamics 365 and all invoices are processed without delay.

Checking of final accounts, invoices and defects liability. To ensure that grant and other expenditure is approved and paid in accordance with the Council's Standing Orders procedure.

Responsible for maintaining accurate and comprehensive records of all housing applications, assessments, decisions, and outcomes. Using the case management system to record and update information in a timely and consistent manner.

Ensure personal professional development is maintained to the required standards.

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Champions professional development, learning and innovation within the department, supporting technical officers and caseworkers with new projects, budget planning and cost estimates for projects, new initiatives in line with DFG practices and procedures.

Assist in the preparation and maintaining of design guidance, policy and best practice for the Housing Adaptations Team.

Monitor own caseload, working to targets, assessing, and reviewing priorities.

Impact

The role will be responsible for directly delivering home adaptations under the councils housing assistance policy and managing applicable budgets within the overall £6.2 mill DFG statutory and discretionary funding. The postholder has autonomy to agree up to £40k spend for each project above which a report will be required for approval from finance Business Partner and Service Director Adults Operations. Schemes can range for £2k to £300k.

The role will support timely and high-quality adaptations to promote people's independence and maintain them in their home environment.

This role has no line management responsibilities but requires the provision of ongoing mentoring and support to technical officers and caseworkers.

Support directorate and service specific transformational change programmes with the aim of maximising efficiency, modernising services, and achieving better outcomes and opportunities for people in Somerset.

Ensure flexibility in reacting to the needs of the Council, its' customers and partners supporting a culture of continuous improvement.

Function as an ambassador for the Council promoting, both internally and externally, the Council's vision, strategic aims, and values.

Value the diversity of Somerset's communities ensuring equality of access and treatment in service delivery and employment.

Knowledge / Experience / Skills

| | Essential | Desirable |
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| Knowledge | | |
| Comprehensive knowledge of the Building Regulations and Planning process, including listed buildings consent. | X | |

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| Good working knowledge of construction processes, practices and procedures. | X | |
| Comprehensive knowledge of housing construction, design, and maintenance including retrofit. | X | |
| Detailed knowledge of the statutory legislation relating to home adaptations including the DFG process. | X | |
| Detailed knowledge and application of CDM regulations including the Principal Designer role under The Construction (Design Management) Regulations 2015, including preparing Pre-Construction Information documents, assessing Risk Assessments and Method Statements provided by the Principal Contractor, compiling Health and Safety File for client at completion. | X | |
| Detailed knowledge and application of the Control of Asbestos Regulations. | X | |
| Detailed knowledge of Housing, Health and Safety rating System legislation. | X | |
| Good understanding around Equality, Diversity and Inclusion and its relevance to housing and social care. | | x |
| Proficient in using relevant software including AutoCAD to prepare architectural drawings and detailed schematics. | X | |
| Experience | | |
| Prior experience as a Building Surveyor or Architect ideally within a council, home improvement agency or a related sector. | X | |
| Experience of undertaking feasibility studies for proposed construction projects. | X | |
| Demonstrate excellent communication and interpersonal skills being a clear and effective communicator at all levels including the ability to explain technical information to others. | X | |
| Proven experience of financial, project and contract management. | x | |

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| Evidence of ability to develop, analyse and evaluate data and complex technical information. | x | |
| Experience of preparing scopes, briefs and managing external contractors. | x | |
| Qualifications / Registrations / Certifications | | |
| Degree or HND in Surveying, architecture or an equivalent professional qualification. | X | |
| Skills | | |
| Ability to work in a team and manage multiple tasks simultaneously without losing attention to detail and problem-solving skills. | X | |
| Excellent written and verbal skills enabling information to be communicated to a wide range of stakeholders | X | |
| Ability to process datasets, use databases and interpret data. | X | |
| Ability to establish and manage realistic applicant expectations with empathy whilst upholding the Councils policies. | X | |
| Ability to prioritise a diverse workload, manage time effectively, and meet deadlines without compromising on precision and attention to detail. | X | |
| Ability to work as part of a team, be flexible, use initiative, and work with limited supervision. | X | |
| Resourceful, solution focused, persuasive, and skilled in overcoming barriers | X | |
| Working Conditions | | |
| <p>Role requires visiting clients in their own homes, travelling across Somerset, some within rural areas which may require physical effort to access.</p> <p>A current driving licence and access to a car is essential.</p> <p>The postholder will be required to wear/use PPE as required and as provided by the council.</p> <p>This role may include working at height.</p> <p>Hybrid working.</p> | | |
| Working Arrangements | | |

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Somerset Council's Dynamic Working Strategy will be applied to this position.

Corporate Accountabilities

Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.

Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: