

Leathermarket **JMB**

Job Title **Senior Surveyor**

Salary L11 £47,568 to £50,559 (Based on April 2021 figures)

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### **Purpose of Job**

The Senior Surveyor is responsible for the management of external repairs and complex repairs.

### **Main Accountabilities.**

1. Diagnosing, specifying and resolving complex repairs (including legal disrepair cases)
2. Responsibility for the inspections, specifying and managing works to void properties to ensure timely completion.
3. Responsible for the management and performance of external contractors and consultants to provide a quality repair service including compliance contracts and provision of Out-of-Hours technical advice.
4. Budget holder for work commissioned from external contractors and consultants.
5. Line management for Contracts Coordinator post, which manages health and safety compliance (fire, gas safety and asbestos management) and the generation of management information.
6. Integrating with the Property Services Manager to identify repairs trends feeding into the major works programme.

### **Job Context**

Reporting to the Property Services Manager, the postholder is responsible for budgetary control, procurement and management of all responsive repair/ consultancy contracts. The postholder will deal directly with all aspects of complex responsive repairs and inform the major works programme. S/he will be the organisations key person in relation to complex repair issues outside of the organisations Direct Labour Organisation and will be required to integrate with all colleagues to provide an effective organisational repairs service.

*Date:-July 2021*

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### Person Specification

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Unless stated Desirable (D) all criteria are essential. *(Criteria noted under experience and knowledge will be assessed at shortlisting stage and may be discussed further in any interview)*

#### **Experience**

1. Experience of diagnosing complex repairs
2. Experience of managing repairs contracts

#### **Knowledge**

1. Relevant qualification (HNC to RICS) (D) or 5 years' experience
2. Understanding of safety requirements, especially in relation to fire, gas and asbestos
3. Understanding of how to use performance information to assess the quality of service provided by contractors

#### **Skills and Abilities**

1. Able to communicate effectively with a wide range of people orally and in writing.
2. Able to effectively plan and organise a wide and challenging workload.
3. Ability to influence the working of staff not under your direct management
4. Able to write complex technical reports and set out procedures.
5. Able to analyse processes and performance data
6. Numeracy, budget management skills and application to achieve value for money
7. Able to manage and motivate staff
8. Take responsibility for continuing self-development and keeping abreast of pertinent developments in the field.

*Date: July 2021*