



PROPERTY SURVEYOR OCTAVIA

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working in partnership with

OCEAN EDGE
EXECUTIVE SEARCH



ABOUT US

Octavia provides thousands of people in London with good quality, affordable, well-planned and well-managed homes, alongside care and support services and community projects.

We have been managing homes for 150 years, which makes us one of the oldest housing associations in England. Currently we manage around 5,000 affordable properties in central and west London but we have exciting plans to grow, and as the city continues to change, so will we.

Octavia Living our not-for-profit development initiative is helping more people to get a foot on the housing ladder with innovative part-buy, part-rent schemes as well as private properties for sale on the open market. We reinvest the surplus from Octavia Living into building more affordable housing and bolstering our care and support services and community work.

We are always open to new ideas, but remain true to our fundamental purpose and values which include giving people on low incomes the opportunity to stay living close to where they work or have longstanding social ties.

Our success and our plans for the future would not be possible without our dedicated team of over 300 Octavia staff members. Every one of our employees helps to make a difference to the lives of our residents and other local people, and we look after our team members well.

We are looking for an experienced Property Surveyor to provide technical support to our repairs and maintenance teams to ensure we deliver exceptional services to our customers.

It's a really exciting time to join Octavia. If you would like to join us, we look forward to your application.

Working in partnership with Ocean Edge Executive Search <http://oceanedge.biz/octavia>

A GREAT PLACE TO WORK

Working for Octavia is incredibly rewarding. Everyone in our team makes a difference to people in the diverse and vibrant communities we serve in central and west London. In turn, we reward our staff for their dedication by offering competitive salaries and an excellent range of employee benefits.

But don't just take our word for it. We have twice been listed in The Sunday Times' Best 100 Not for Profit Organisations to work for.

A great place to work with generous employee benefits

As well as a competitive salary (which is reviewed each year) you will benefit from:

- A flexi-time system which can result in an extra thirteen days of leave
- A generous annual leave allowance which increases with long service
- Enhanced maternity and paternity pay
- A generous group personal pension scheme which doubles any contribution you make (up to a maximum of 10% of your salary)
- Loans to buy a travel season ticket or a bicycle (enabling you to spread the cost over 12 months)

- Life insurance cover
- Childcare Vouchers
- Payroll Giving if you want to donate to charity
- Access to Health Cash Plan (for discounted optical, dental and small health procedures)
- Performance awards for top performing staff who exceed their targets (up to 2.5% of your salary)
- Employee Assistance Programme – a 24hr telephone line offering free and impartial advice on legal issues or health concerns
- A dedicated learning and development plan for every employee

Equal opportunities

We are an equal opportunities employer and we make sure that every step of our recruitment process is fair.

ROLE PROFILE

PROPERTY SURVEYOR

Salary: £50,000 plus benefits

Department: Asset Management

Location: Emily House, 202-208 Kensal Road, London W10 5BN

Reporting to: Assistant Director of Asset Management

Octavia believes that good homes make for better lives and that well-planned, well-managed housing can make a difference:

- A difference to the people who live in our homes, many of whom would otherwise be priced out of London
- A difference to the vitality of local areas and their ability to give extra care and support to people who need it
- And a difference to London as a whole, playing our part in sustaining the capital's rich diversity and social mix – something that benefits our entire society.

As a Property Surveyor you will provide technical support to both the Day to Day and Planned Maintenance Teams. You will join a team responsible for the provision of a comprehensive repairs, planned maintenance and improvement service which ensures that tenants' homes are well maintained and in good order for the future. Working with contractors and other partners, the team aims to provide a first class service to tenants, colleagues, and other stakeholders.

Key tasks

Technical

- Prepare technical specifications for tenders and briefs for consultants.
- Provide technical surveying support, eg undertaking surveys and preparing reports to diagnose defects and assess risks.
- Carry out inspections to residential and commercial properties and communal areas.
- Ensure all decisions are well documented.
- Carry out reviews and audits of schemes and ensure they meet legislation, financial procedures and comply with the design brief.
- Lead on all Party Wall matters, responding to and serving notices as required.
- Carry out stock condition surveys.
- Assist with Legal Disrepair claims, attending Court where necessary.
- Provide technical advice and support on EHO Notices and Complaints.

Project Management

- Lead on the Project Management of a variety of improvement/major projects.
- Manage consultants and contractors to lead a team to work together to achieve goals – holding regular and minuted contract meetings to this effect.
- Draw up timetables and ensure projects meet time targets without compromising quality.
- Manage and monitor costs and record progress.
- Prepare monthly reports to show scheme progress in cost, time and unit numbers.
- Ensure variation sign offs and valuations are dealt with efficiently, keeping clear and accurate records on file.
- Assess risks and progress schemes swiftly and systematically to overcome risks.
- Ensure projects are delivered to quality, time, and value for money and they comply with current legislation and the design brief.
- Ensure that all documents are handed over at completion, defects are addressed and post contract approvals are agreed.
- Develop and maintain good relationships with internal and external clients and lead on consultation of all stakeholders including local authority representatives, tenants, staff representing the client, community representatives, etc.

Liaison

- Liaise with other departments as necessary.
- Develop and maintain good relationships with internal and external clients and stakeholders; including the HCA and local authority staff. Initiate and maintain good relations with contractors, developers, agents and consultants.
- Lead on high value building insurance claims.

Other

- Assist with bids and tenders as required.
- Mentor trainee surveyors and provide training/coaching for Building Inspectors Team.
- Take part in the out of hours rota as required.

PERSON SPECIFICATION

PROPERTY SURVEYOR

The following list of skills, knowledge, experiences and personal characteristics are classed as essential criteria for the role of Property Surveyor. Please consider how you meet these criteria to help inform your application and interview.

Experience

- Extensive experience of working in property or housing maintenance with experience in party walls, specification writing, energy assessments and stock condition surveys.
 - Experience of working on partnering contracts.
 - Mentoring/coaching/training other staff on technical matters.
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Knowledge

- Relevant building surveying, building or architectural degree – RICS or Masters Degree.
 - Working knowledge of the Legal Disrepair Protocol.
 - Good knowledge of Building Regulations, CDM Regulations, Planning and Party Wall Legislation.
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Skills

- Good administrative and organisational skills.
 - Good verbal and written communication skills.
 - Problem solving.
 - Ability to produce detailed technical reports.
 - Good budget management with experience of producing cash flows and programmes.
 - Ability to handle busy workload and delegate.
 - Project management leadership skills.
 - Management of complex projects with little supervision.
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Competencies

- Well organised, copes well under pressure, takes ownership, pro-active and goal focused.
- Transparent and open, keeps others informed, takes action and is sensitive to people's needs.
- Manages tasks and resources by planning, organising, directing and monitoring work carried out by others; managing costs and physical resources.
- Willing to listen and understand others.
- Creative, delivers practical solutions, and flexible to meet others' needs.
- Willing to examine own values, principles and assumptions. Learns from own experiences.
- Leads and motivates staff by establishing clear direction and standards; providing opportunities for participation; motivating staff by giving encouragement, recognition and personal support for their efforts and achievements.

Other

- Commitment to Diversity and Equal Opportunities.
- Self-servicing and able to work under own initiative.
- Willingness to develop with the organisation.
- Committed to delivering Customer Care.
- Commitment to delivering value for money in projects.

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Apply
for the
role

To apply please email your CV and a covering letter clearly explaining how you meet the person specification to our recruitment partners Ocean Edge, email: jobs@oceanedge.biz

The closing date is Friday 8 February, 2019.

If you would like an informal discussion about this opportunity, please get in touch with the Ocean Edge team on **023 8000 1153**.

More details are available at <http://oceanedge.biz/octavia>

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