



TAFF

We provide great homes .

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.

- Are you passionate about buildings?
- Is providing excellent customer services high in your agenda?

Taff Housing Association has an opportunity to join our excellent Asset Management team, as a Building Surveyor to help us shape the future of our maintenance and repairs programme.

Taff have over 1500 homes across the Cardiff, which are a mixture of new builds and 100 year old properties. We have won awards for the service we provide to our tenants and residents and it's important to us we maintain this in the ever changing property environment. You will be vital to achieving this by monitoring, inspecting and auditing the work carried by our contractors and direct labour.

Role: Building Surveyor

Responsible to: Repairs Manager/Senior Surveyor

Team: Assets & Compliance

What you'll do...

We are looking for a multi-purpose surveyor who is enthusiastic, great at communication, has a desire to provide exceptional customer service along with experience of building surveying, assets, and contractor management. Do you have an Interest in decarbonisation and how this can be achieved in social housing? If this is you, then you could be part of the team providing first class, quality homes to our tenants and residents.

What you will be responsible for?

- Delivery of a range of pre and post works inspections to ensure the right work is completed to a high standard that meets the customers' needs, ensure properties are in a good condition and any repairs/required improvements are identified and programmed.
- Oversee works and ensure they are delivered to a high standard and in line with statutory requirements. Programmes of works will include:
 - Responsive Repairs
 - Void works
 - Larger unplanned works
 - Planned component replacements (i.e. kitchen & bathroom, windows, doors roofs heating systems etc.)
 - Planned cyclical painting and repair programmes.
- Assist in the procurement and deliver works in line with Taff's policies and procedures.
- Assist in the investigation of disrepair and insurance claims.
- Supervise and manage works effectively and ensure that the quality and cost of works carried out are controlled.
- Assist in budgetary planning and monitored throughout the various works, always ensuring value for money is considered and acted on.
- Ensure contractors are well managed to support the delivery of high-quality, customer-focused and value for money services.

The Person

Education

Essential

- Have a HNC/HND in a building or construction related qualification or relevant employment experience.
- 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 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.
- Ability to work under pressure, to prioritise and programme work to meet targets and deadlines.
- An effective team player who can respond quickly to changing demands and conditions.
- Ability to drive and daily access to a car.

Desirable

- Knowledge of the housing association sector in Wales.
- Working knowledge of the Control of asbestos regulations.
- Working knowledge of CDM 2015
- PAS2035 knowledge.
- Ability to communicate in Welsh or a relevant community language.

We'd also love you to be

- Digitally savvy, able to use Taff's latest technology/kit
- Comfortable to work in an agile environment, with a focus on 'getting the job done'
- Play your part in tackling discrimination and prejudice not just for our customers, but our colleagues too, welcoming and celebrating difference.
- Possess a positive 'can do' attitude and actively contribute to creating an awesome Taff culture

What success looks like

- Provide a high-quality customer focused service to all customers, stakeholders and colleagues.
- Be an active part of “One Taff” to ensure a high-quality service is provided to customers at all time

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	£32,155 (pay review pending)
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	We all work in an agile way but the core part of your role will be delivered from home, on-site, head office and satellite offices
Criminal Records	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: Monday 19th April 2021 at 9am
Interview date: Wednesday 28th April 2021