

ARE YOU
**RESPONSIBLE
HONEST
AMBITIOUS?**

Building Surveyor (Assets)

Recruitment Pack

RHA

IMPROVING

OPENNESS
SUPPORT
CULTURE
PROPERTIES
COMMUNITIES
OUR TOWN
HOMES

LIVES

HOUSING
HEALTH
SPACES
WHAT WE DO
FUTURES
INTEGRITY
ASPIRATIONS
SERVICES
PEOPLE
VALUES
WELL-BEING
SKILLS
AUTHENTICITY

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Dear Applicant...

Firstly, thank you for your interest in this exciting role with RHA Wales.

This is an opportunity to join an ambitious organisation which has a strong track record in providing good quality affordable homes and tenant focused services.

RHA Wales is a values-based organisation. We have a clear strategic vision underpinned by a culture which promotes respect, openness and integrity. Our colleagues tell us that RHA is a great place to work where you will be supported to reach your potential.

Operating from our office in Tonypanyd at the heart of the community, we continue to grow as an organisation. It is a great area to work in, with passionate people who care about the communities in which they live and work in. We also have a very dedicated and supportive board of management who provide effective scrutiny and challenge.

These are extraordinary times in which we are operating, and the challenges faced during the pandemic have also created opportunities. We've recently launched a new Flexi Employer offer at RHA, and the successful candidate will have the ability to work flexibly and take advantage of our health and wellbeing rewards, making this this a great opportunity for someone who is driven, ambitious and values a good work life balance.

I look forward to hearing from you,

Best Wishes

Luke Takeuchi
Chief Executive
RHA Wales



A Bit About Us

RHA was established in 1979 and has been providing homes and services in Rhondda Cynon Taff for over 40 years.

We are a registered social landlord, a community benefit society and regulated by the Welsh Government. We own and manage over 1800 homes. We offer a range of high-quality management and support services which ensure that our tenants have the best possible opportunities to enjoy their homes and engage in their communities.

Our regulatory status has confirmed that our financial position is strong, meeting our projected surplus and ensuring that long term finance is in place to deliver our ambitious develop plan. We have strong budgetary management processes in place and a clear investment strategy for our current homes to ensure we continue to meet the Welsh Housing Quality standard requirements. We are clear about our commitments to reducing the carbon emissions associated with our homes and services and we have recently launched our 'RHA Optimise' Strategy which outlines our plans in this area.

We encourage innovation and significantly value the contribution of our staff, tenants and volunteers in all that we do.



Values and Behaviours

Everyone at RHA recognises the importance of working as one team and we pride ourselves on our culture and togetherness. We appreciate and value that it's our people who will ensure that we achieve our aspirations.

The way we approach our work is very important to us and we have an agreed set of **Values and Behaviours** for our team. These underpin how we deliver our services and are fundamental to our culture and reputation.

VALUES We act with...



RESPECT

We demonstrate respect for all, treating people equally and demonstrating an inclusive culture throughout the organisation.



TRANSPARENCY

We are open with our customers, our colleagues and our partners. We involve our tenants in key decisions wherever possible and provide up to date accurate information.



INTEGRITY

We aim to deliver to the highest standards possible and do not settle for second best.



OPENNESS

We continually challenge ourselves to do things better, looking outside our business and our sector to learn new ways of working.

BEHAVIOURS We will be...



POSITIVE

We will approach our work with a can-do attitude and try to overcome any barriers or hurdles.



INNOVATIVE

We think creatively and embrace new ideas and ways of working.



PROFESSIONAL

We demonstrate the highest levels of professionalism in all that we do.



AUTHENTIC

We are proud of what we do and we want to do it in a meaningful way. We are committed to providing our tenants with the best possible services and products.

About the role

Building Surveyor (Asset)

Permanent role. Salary £31,617

35 hours per week over a 9 day fortnight.

RHA's head office is situated in the heart of the Rhondda in Tonypanyd, a stone's throw away from Cardiff and the M4.

An exciting opportunity has arisen for an experienced surveyor to join our Assets and Compliance Team. This is a newly created role within the team and you will be at the forefront of delivering RHA's commitment to improving the energy efficiency of our homes, maintaining compliance with the Welsh Housing Quality Standard and the quality of asset data through your role in surveying our homes.

In return, we offer generous leave and benefits, have an award-winning health and wellbeing programme all making RHA a great place to work!

If this sounds like the job for you, please visit our website www.rhawales.com/our-people/working-with-us/vacancies to download an information pack and find out more.

Closing date for application submission is midnight on 21st August 2022.

Interviews will take place on 5th September 2022.



Job Description

POST:	Building Surveyor (Assets)
RESPONSIBLE TO:	Senior Assets Surveyor
SALARY:	£31,617 per annum

Purpose of the Post

To provide a high quality surveying service delivering RHA's commitment to improving the energy efficiency of our homes, maintaining compliance with the Welsh Housing Quality Standard and the quality of asset data.

Key Responsibilities

1. To complete accurate onsite or desktop surveys to RHA's homes and assets in order to review property information, property component information, Welsh Housing Quality Standard (WHQS) compliance and Fitness for Human Habitation compliance, and to ensure that quality data is produced for RHA's Asset Management system, Lifespan.
2. To gather information in relation to decarbonisation whilst completing surveys and to ensure that RHA's asset management system, and any other relevant system, is updated accurately and regularly.
3. To complete accurate surveys of RHA's homes and assets each year and be responsible for arranging appointments, managing no accesses, accurately monitoring progress and for meeting annual targets.
4. Where required, manage the void process from a maintenance perspective working with and keeping in regular contact with all RHA staff who are involved with void properties. Where required, this includes completing pre void inspections, void inspections upon receipt of the keys, compiling work schedules in accordance with the RHA lettable standard, managing the void works and post inspecting the works upon completion.
5. If required, work with the Senior Assets Surveyor to review data, produce reports and update information within the Lifespan asset management database.

General Responsibilities

1. Embracing tablet technology when surveying, ensuring a consistent and methodical approach is taken to surveys.
2. Prepare specifications, drawings, schedules of works, tender documentation and contract documentation as required.
3. Obtain specialist reports from external stakeholders as required.
4. Ensure orders are raised for contractors and that they are varied and completed in a timely manner as required.

5. Prepare agendas for pre-contract meetings and progress meetings as required.
6. Organise, chair and minute pre-contract meetings and progress meetings as required.
7. Monitor works in progress to ensure compliance with specifications, drawings, schedules of works, manufacturer's installation requirements, health and safety legislation, etc., as required.
8. Undertake post inspections of works as required and record post inspection information on the Association's housing management system.
9. Effectively deal with contractors that carry out work that is of poor quality in accordance with the contract.
10. Approve invoices and valuations for payment as required.
11. Ensure all WHQS work and decarbonisation work is completed in accordance with WHQS guidance and other approved standards where applicable.
12. Ensure that any planned maintenance work, capital improvement work, WHQS work or cyclical maintenance work needed to VOID properties is completed with the utmost urgency.
13. Report on the performance of contractors to the Senior Asset Surveyor and the Head of Assets and Compliance.
14. To report issues of concern in relation to safety, tenant lifestyle and/or safeguarding to the relevant team and/or authority.
15. To assist the Senior Asset Surveyor in the completion of option appraisals, reviewing land ownership data, updating lifespan and producing reports as required.
16. Provide and maintain a service that is value for money.
17. Undertake Domestic Energy Assessments (DEAs) and provide Energy Performance Certificates (EPCs) when required.
18. Liaise with internal and external stakeholders as required.
19. Comply with all current and applicable legislation, approved codes of practice, industry guidance, etc. in relation to health and safety, Construction (Design & Management) (CDM), asbestos, legionella, planning, building regulations, etc.
20. Provide and maintain a service that is value for money
21. Actively engage in the development process, offering feedback, attending meetings and site visits as required to understand the properties due to be handed over.

Equality and Diversity Responsibilities

1. Uphold and promote RHA's values, adhering to all elements of our Equality & Diversity policy and practices.

General

1. Promote the best interests of RHA and its policies in all areas of work.
2. Promote a positive image of RHA through the development and maintenance of excellent working relationships with customers, partners, colleagues and key stakeholders.
3. Fully implement, utilise and promote new technology in all areas of work and ensure accurate records are kept.
4. Comply with RHA's Health and Safety Policy

5. Comply with General Data Protection Regulation (GDPR) policies and practices.
6. To respond positively to customer complaints using learning from their feedback to inform future service delivery.
7. To work as part of a team supporting colleagues, attend team meetings, 121 meetings and all staff meetings, recording and sharing information appropriately and confidentially.
8. Any other duty commensurate with this post as requested by your line manager.

Culture

1. To assist in the development of a culture that is consistent with RHA's vision and values, particularly those relating to the delivery of a customer focussed service and the development of continuous improvement within an efficient growing business.

Risk Management

1. To assist with the development of risk assessments and risk management procedures.
2. To identify risk matters that develop or become apparent and raise these to your line manager to ensure that appropriate risk management actions are implemented.

Person Specification

	STANDARD	ASSESSED
EDUCATION/QUALIFICATIONS		
HNC / HND / Degree qualification in building / construction / surveying or other substantial industry experience	Essential	Application
CIOB / RICS Accreditation	Desirable	Application
EXPERIENCE		
Experience of surveying in a Housing Association maintenance environment or similar sector	Essential	Application and Interview
Experience of building components, their associated defects and potential methods of repair.	Essential	Application and Interview
Experience of using asset management systems e.g. Lifespan	Essential	Application and Interview
Experience of completing SAP ratings or Energy performance Certificates	Desirable	Application and Interview
Experience of decarbonisation/energy efficiency initiatives/works to homes	Desirable	Application and Interview
Experience of void related property issues and processes to enable reletting	Desirable	Application and Interview

Experience in delivering planned and/or cyclical maintenance projects from inception through to completion	Desirable	Application and Interview
Experience of working collaboratively with internal and external stakeholders and the knowledge to challenge when necessary	Desirable	Application and Interview
Experience of delivering excellent customer experience	Essential	Application and Interview
JOB KNOWLEDGE, SKILLS, ABILITIES		
Knowledge of the WHQS	Essential	Application and Interview
Knowledge of legislation applicable to the building / construction / surveying / Housing Association sector	Essential	Application and Interview
Knowledge of safeguarding issues and the appropriate measures to take if an incident occurs	Essential	Application and Interview
Knowledge of value for money issues e.g. prioritising of budget when scheduling works	Essential	Application and Interview
Able to communicate effectively both, verbal and written, at the appropriate level for recipients.	Essential	Application and Interview
Competent in the use of IT and proficient in using MS office to record and analyse data, send and receive emails.	Essential	Application and Interview
Problem solving skills.	Essential	Application and Interview
Ability to work on own initiative.	Essential	Application and Interview
Ability to work as part of a team.	Essential	Application and Interview
Good time management skills, ability to prioritise workloads and strong attention to detail.	Essential	Application and Interview
An understanding of and commitment to Equal Opportunities.	Essential	Application and Interview

Person Specification (continued)

	STANDARD	ASSESSED
PERSONAL		
To work on own initiative and under pressure.	Essential	Interview
Professional approach and attitude which includes a strong sense of professional boundaries.	Essential	Application and Interview
Commitment to working in a manner that promotes respect, empowerment and equality.	Essential	Interview
Other requirements		
A willingness to work flexibly in response to the needs of those who benefit from the service.	Essential	Application and interview
To have use of a vehicle each working day which is insured for business use.	Essential	Application

Useful Information



Your Application

Thank you for downloading an application pack for the post of Building Surveyor (Assets). In this pack you'll find information about the role, including a job description and person specification. The person specification is a key document as this tells you what we're looking for in our recruitment.

You should address any of the criteria marked assessed at application when completing the personal statement, and it would be really helpful for us if you could deal with each criteria in turn. Please make sure that you give us examples of your experience to date – this may be from your past work experience, or perhaps through voluntary work you've done.



References

We ask for references that cover the last three years of your employment, so if you have had more than 2 jobs in that period, we'll need additional referees. These can be provided on a separate sheet.



Personal Details and Equality Monitoring

Before we shortlist, your personal details and Equal Opportunities Monitoring Form are separated from your application form. This is because we want to make sure that candidates are shortlisted on their knowledge, skills and experience alone.



Closing Date and Shortlisting

The closing date for this post is midnight on the 21st August 2022. We will not be able to accept applications after this time.



The Selection Process

Interviews will be held on the 5th of September 2022 at our offices in Tonypandy.

Further details will follow to shortlisted candidates.

Terms & Conditions



Salary:

The salary for this post is £31,617 per annum.



Pension:

RHA is a member of the Social Housing Pension Scheme, and we offer a Career Average (CARE) defined benefit scheme. Our contribution is 15.1%, and employees contribute 9.8%.



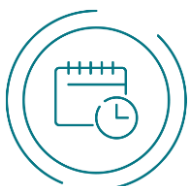
Holiday Entitlement:

25 days per annum rising to 30 days after 5 completed years' service



Working Hours:

Our normal working hours are 35 per week, worked over a 9 day fortnight, however the post holder will be required to work such hours, and at such times as are necessary to carry out their duties.



Probation and Notice Periods:

The probationary period for this post is 6 months and can be extended to 12 months.

During the probationary period, the notice period on either side is 1 week. Upon successful completion of the probationary period, the notice period will be 1 month.



General:

We are currently working from home with a flexible working space available at our head offices - Ty Gwyn Newydd, 9 Compton Road, Tonypany CF40 1BE.

Travel will be expected across the borough, and elsewhere as necessary.

Our Benefits Package



BENEFITS

- 25 days plus statutory holidays (pro rata for part time staff)
- AXA PPP Private Healthcare Insurance for you and your dependents
- Access to 1/80th CARE pension
- Death in service of 3 times Annual Salary
- Occupational Sick Pay scheme that gives up to 6 months full pay
- Enhanced Maternity and Paternity pay
- Cycle to Work scheme



THE WORKPLACE

- Agile working environment
- Open and Honest culture
- HAPUS – our award-winning health and wellbeing programme
- Opportunity to take part in charity events
- Discounted gym membership
- RHA Sports & Social Club



PERSONAL DEVELOPMENT

- Fully supported performance management framework
- Support for professional qualifications relating to your role or development in the Association
- Ongoing support for continued professional development
- Support for you to attend professional seminars and conferences
- Payment of a professional subscription
- Regular performance management sessions