



We deliver great homes and services
and support communities to thrive.

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.

Our Values

We inspire
Trust



We are
Ambitious



We are always
Learning



We are
Kind



Advert

Are you passionate about property and looking for a career where you will make a difference?

We are recruiting a Commercial Surveyor to join our Development Team here at Taff Housing Association. You will be managing our commercial property portfolio alongside our Senior Development & Projects Manager and working with the Development Team to provide support on new build and major project schemes.

You will work closely with a range of teams across Taff as part of this role. You may have recently completed your RICS accredited degree in a relevant subject such as Property Management and are looking for your first post degree role or alternatively you already be an experienced Commercial Surveyor interested in gaining experience in new build development.

The role will include undertaking property inspections, arrange lettings, lead on negotiations and managing repairs and service charges. You will need to be a problem solver, numerically proficient and have a high degree of accuracy and attention to detail. One of Taff's values is learning, and as part of the role we would consider supporting pathway towards RICS qualification or other relevant professional qualification.

THE ROLE

Role title: Commercial surveyor

Responsible to: Senior Development and Projects Manager

Team: Development

What you'll do...

The Commercial Property Portfolio provides an important revenue stream to Taff. You will be responsible for day to day running of the Commercial Property portfolio ensuring properties are well managed, value for money targets are met, and Taff are compliant with all legislation. Our Development Programme plays a key role in delivering great homes to tackle the housing crisis and decarbonisation. As part of this role, you will assist the Development Team providing assistance at the pre contract stage with due diligence.

What you will be responsible for?

- Manage Taff's portfolio of commercial properties including property inspections, lease negotiations and renewals, rent collection and rent reviews, service charges, landlord compliance and repairs/maintenance
- Primary contact for commercial occupiers. Proactively managing relationships, efficient response times to occupier queries and commitment to the highest levels of customer service
- Work with cross functional teams including Finance, Assets and Compliance and Safety
- Create and manage income and expenditure accounts for each property
- Setting and management of service charge budgets for commercial properties
- Manage rent collections and credit control
- Maintain awareness of H&S legislation, manage risks and ensure compliance for commercial properties
- Manage repairs and maintenance to commercial properties
- Assist the Development Team with precontract new build and refurbishment schemes.

THE PERSON

Skills, Experience and Qualifications:

- RICS accredited degree or equivalent in Real Estate and Property Management, Surveying or other related Property discipline is essential
- Experience in property related field desirable
- Commercial property management experience desirable
- General surveying knowledge and experience including RICS Code of Measurement desirable
- Experience in property development is desirable but not essential
- Full UK driver's licence, business insurance and access to a vehicle is essential
- Experience in interpreting and applying Commercial Property legislation and ability to analyse legal documentation
- Understanding of relevant legislation
- Understanding of Health and Safety legislation and Landlord Compliance for Commercial Property
- Accurate data management, analysis and reporting
- Strong numeracy skills as role involves managing rents and service charges
- Ability to work under pressure to prioritise targets and deadlines
- Demonstrate strong negotiation, customer service and interpersonal skills
- Ability to share information with colleagues and stakeholders as a variety of levels
- Experienced in using Microsoft package including Word, Excel and Teams.

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'
- Actively anti-racist and tackle all types of discrimination, not just for our customers, but for our colleagues too, welcoming and celebrating difference
- Possess a positive 'can do' attitude and actively contribute to creating an awesome Taff culture.

Success Factors

- Commercial property portfolio is well managed with income generation maximised and Value for Money KPIs and objectives met
- Work with Finance to provide accurate service charge budgets which deliver services that give good value for money and strong customer satisfaction
- 100% compliance with relevant legislation and any issues of non-compliance are monitored, managed and reported to senior colleagues
- Develop and sustain positive working relationships with colleagues in the team and across the Association.

*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: £36,359 per annum (we also welcome applications from newly qualified graduates and the salary will be commensurate with the entry level)

Contract type: Permanent

Working Week: 35 hours a week - Monday - Friday

Location: Primarily at Alex House, Canton, Cardiff, CF5 1JD. We all work in an agile way and this role can be delivered as part of a blended approach.

Colleague Benefits:

- 25 days annual leave (extra 1 day leave after 5 & 10 years' service – total of 27 days)
- 4 extra concessionary days and public bank holidays.
- Defined Contribution SHPS Pension scheme with a maximum contribution of up to 9.25%
- Enhanced sick and maternity pay
- Simplyhealth cash plan covering optical, dental, chiropractic treatment and more
- Permanent Health Insurance through Canada Life
- 'WeCare' service through Canada Life for employees and their household giving access to GP consultations, specialist counselling and many other services
- Employee Assistance Programme through LifeWorks
- Discounts at major retailers via Telus.

Checks: DBS & reference checks required. Appointment will be confirmed only upon satisfactory response.

To apply for this post please send your CV to careers@taffhousing.co.uk stating the job reference number. Please also ensure you complete the [Equal Opportunities Form](#) by [clicking here](#).

Closing date: Tuesday, 27th August 2024 at 10am

Interview Date: Thursday, 5th September 2024