



*Providing homes and building communities  
through Christian care and compassion*

# Property Surveyor Recruitment Pack

## 2 x Roles

1 x Planned

1 x Reactive & Compliance

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## Welcome from Sharon Lee, Chief Executive

These are exciting times for Aelwyd Housing as we continue the journey in our full and rich story.

I joined Aelwyd Housing in 2020 and very quickly saw what an amazing organisation this is. The commitment of our staff to outstanding service for residents and well maintained homes is exceptional. This is reflected in the high satisfaction feedback from the people who live in our homes and the reason why we are consistently the best performing traditional housing association in Wales. We have a rich heritage over many decades of being at the heart of communities across South Wales. Our roots are firmly planted in a desire to make a difference, through the homes and services we provide.



We are one of the smallest housing associations in Wales, but this makes us very special indeed. Our ethos and values underpin everything we do and makes us unique in the Welsh housing sector. This ethos means we deliver services, with a 'kindness first' approach and we focus on what matters to people. We are committed to being an organisation that embraces diversity as we know it makes us a better organisation.

We are ambitious and want to build on our strong heritage to be an organisation that has an even greater impact in Wales. Most importantly, we remain committed to providing homes of exceptional quality that are safe, well maintained, and fit for the future.

We are looking for two exceptional people to join us as Property Surveyors. These are key roles where you will be responsible for providing a people focused property maintenance service and help us ensure our homes are energy efficient for the future. We are a small team where we all support each other, so a willingness to be flexible, and to embrace the chance to be involved in the whole organisation is essential. In this role you will have regular contact with our residents, suppliers, contractors and stakeholders and it's important that you can develop effective professional relationships in line with our values. You will be a key part of taking Aelwyd Housing forward into our future, and your thoughts and ideas will be important to shaping how we work.

You will be someone with the drive and passion to deliver excellent work because well managed homes and services are essential to our residents. You will have a strong team working ethos and the heart for our work. If you think you are the right person to join us, then please apply. I look forward to hearing from you.

## Our history

Aelwyd means ‘hearth’, the traditional heart of a home in the Welsh language, and we are a charitable housing association, with a Christian ethos and heritage.

We were formed in 1991 as a partnership between churches, and now own and manage 297 homes across South Wales. Many of our homes are flats suitable for people aged over 55 years of age, but we also have a growing number of general needs flats and houses.

Formerly classed as a De minimis organisation, in 2017 Aelwyd Housing was brought under the umbrella of full regulation by the Welsh Government. The Association has always achieved the highest possible since.

Our Board is committed to helping more people in housing need, by seeking opportunities to grow and provide more affordable homes for rent. Our Business Plan is committed to growth, without ever compromising services to existing residents. In the past year we have grown and will see further growth in the coming year.

We are consistently the highest rated traditional housing association in Wales on resident satisfaction. In 2022 we won the Excellence in Customer Service Award at the CIH Welsh Housing Awards. The award recognised our ‘Kindness First’ and ‘What Matters to you?’ approach to service delivery.

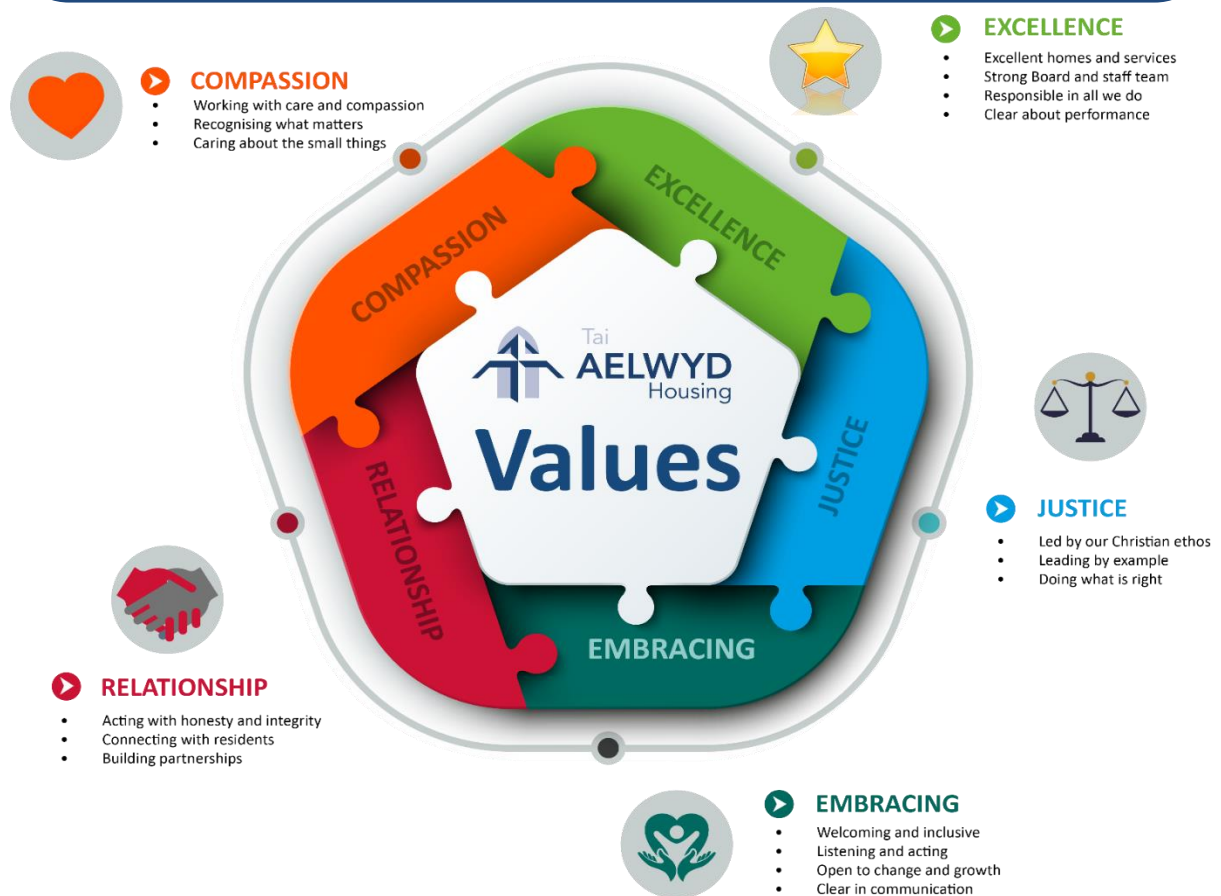


## Our vision and values

Our vision is our core purpose and the reason why Aelwyd Housing exists.

Our Values are at the heart of everything we do and shape our culture. They flow through the way we deliver services, in every interaction with residents, and in how we appreciate and treat our staff. Whilst many of our staff and Board members identify with the Christian faith, others do not. We welcome applications from people of faith or none, with all colleagues expected to share our values in the work they do.

***Providing homes and building communities through Christian care and compassion***



## About the roles

These roles are key to the future success of Aelwyd Housing, and in ensuring our homes are well maintained and energy efficient to support our existing and future residents.

Working closely with the Director of Operations, Chief Executive, and other colleagues, you will be an important member of the team helping us deliver our Business Plan objectives. You will provide building surveying services specifically for, but not limited to, capital and revenue investment. This may include refurbishment, cyclical, adaptation, and compliance projects. To undertake a variety of surveys, diagnosing defects and formulating schedules of work, estimates and specifications for JCT/NEC tenders, framework contracts and direct awards. Obtain written agreements, commission specialist surveys and reports and obtain relevant documentation to enable projects to start on site. Inspect, monitor, and validate quality of work and health and safety compliance undertaken by external contractors.

You will be responsible for either the delivery of planned and cyclical works, in line with our Asset Investment Strategy or ensuring homes are safe and ready to let quickly. You will be mindful of our Landlord Health and Safety obligations and be committed to continuous improvement. You will be key to helping us assess the right energy pathway for our homes. You must have the confidence, personality, and ability to engage with and connect with a wide range of people and organisations, often all in one day.

You will be a key point of contact for Management Team. You will be responsible for providing accurate and timely performance information and be able to identify and deal with areas of performance that can be improved. It is expected you will have significant technical knowledge and experience and be analytical and articulate both verbally and in writing.

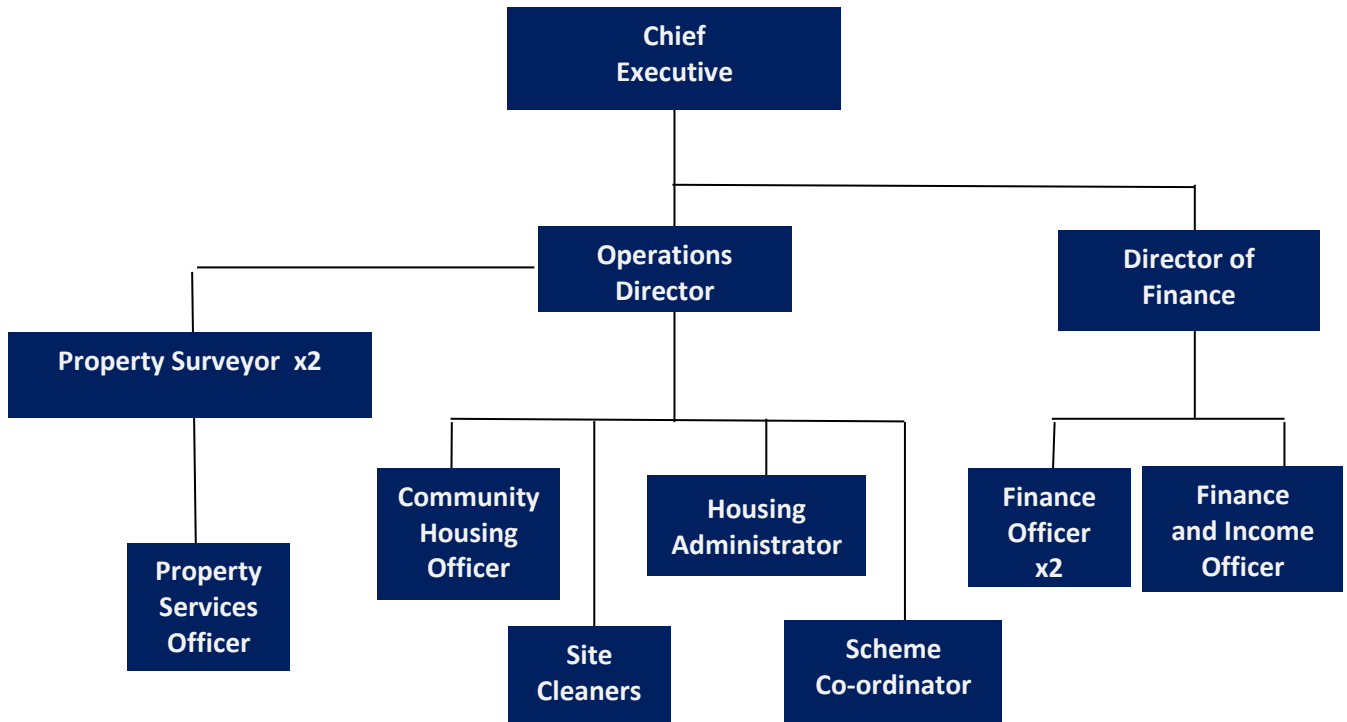
Working closely within a small team, a broad spectrum of knowledge and a willingness to pitch in is essential. We all 'do the doing' at Aelwyd Housing. You will also gain invaluable experience in areas of work outside of your day-to-day role. We believe this makes us a stronger team and helps keep the Association resilient.

We recognise the importance of flexibility, so we support agile working for staff who want to be able to work from home as well as the office. The role does require regular site visits across South Wales, and the occasional response to situations outside normal working hours. You will become a very familiar face to residents and other stakeholders.

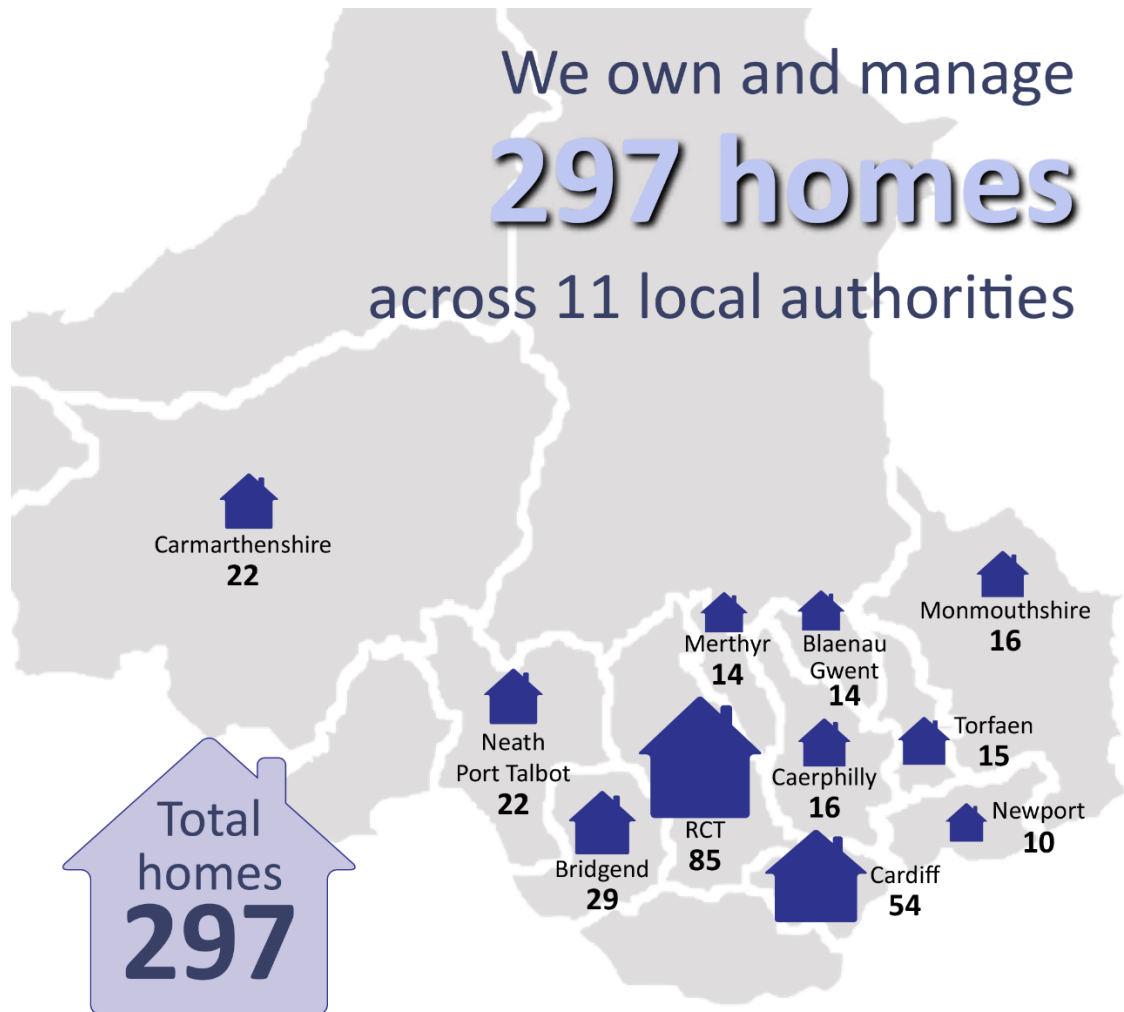
These are important roles at Aelwyd Housing, so it's an exciting opportunity to make it your own. Your voice will matter, as our culture is to encourage all staff to bring their thoughts and ideas so we can keep improving.



## Our structure



## Our Communities





**Job Description:** Property Surveyor (Planned)

**Responsible to:** Director of Operations

**Employment Terms:** £38k per annum  
Permanent - Full Time 35 hours per week

## ROLE PURPOSE

To be responsible for an effective repairs and maintenance service to homes across South Wales, and to contribute to the long-term strategic planning for property services.

## KEY RESPONSIBILITIES

### General

- To contribute to the long-term strategic planning for future maintenance works required to Association homes
- To manage and provide performance information and compliance data for reports for quarterly Board meetings and for submission to the Welsh Government
- To assist in improvements to services to maintain innovation, good practice, and value for money
- To contribute to the review and implementation of policies and procedures ensuring they comply with legislation, reflect good practice, and the requirements of the Welsh Government
- To establish a good working relationship with residents through regular scheme visits
- To provide technical knowledge and expertise, and to support the Management Team by actively contributing to strategic discussions and planning
- To work with the Chief Executive to contribute technical knowledge to the Association's growth strategy

### Budget and Financial Control

- To monitor and manage all maintenance related contracts to ensure value for money and good service delivery
- To assist the Director of Operations in developing short, medium, and long-term maintenance budgets
- To work with finance colleagues to monitor and control agreed maintenance budgets and to report as required
- To work with finance colleagues to apply for relevant grants and submit grant claim forms

## Key Property Services Accountabilities

- To develop a planned asset maintenance programme, to ensure compliance with the Welsh Housing Quality Standard and to maintain appropriate records for reporting
- To deliver an effective and efficient responsive and cyclical works programme
- To develop and maintain an excellent working relationship with contractors, and strengthen the resilience of the Association by ensuring a strong contractor network is available to deliver services
- To manage the performance of contractors to ensure good service delivery and value for money
- To ensure compliance with landlord health and safety legal and regulatory requirements
- To prepare specifications and tenders for contracted works, managing the appointment of suppliers and contractors, and maintaining property services aspects of the Contracts Register
- To ensure that appropriate contracts are in place, and monitored effectively, for the maintenance and servicing of the Association's assets, ensuring full compliance with all relevant legislation and best practice.
- To procure and monitor major works projects and liaise with all relevant organisations and agencies to ensure delivery of works according to agreed specification
- To carry out and maintain a Stock Condition Survey, making recommendations and taking required action to ensure homes and buildings are well maintained
- To carry out repairs inspections when required and arrange for necessary works to be completed
- To prepare and submit grant applications for available funding for decarbonisation works to homes
- To assist in developing and implementing work on the decarbonisation of homes
- To assist in the preparation and submission of grant funding applications
- To carry out emergency site visits and inspections outside of normal working hours across South Wales when required
- To ensure the Association meets its property services obligations under its various Management Agreements and to prepare property related performance information for meetings with the Trustees and Committee members
- To cover the duties that fall within the Reactive Surveyor role, during times of absence
- To attend relevant strategic sector groups and meetings, sharing knowledge and learning to bring back and utilise within the role

## Staff Management

- To support and work closely with the Property Services Officer to ensure good service delivery to residents

## Resident Involvement

- To monitor and report on resident satisfaction with the planned maintenance service
- To engage with residents in relation to works required within their home
- Liaising with the Director of Operations to investigate and resolve any concerns or complaints from residents, stakeholders, or statutory agencies

## Health and Safety

- To be responsible for Health and Safety requirements for operating a property service, and to ensure Health and Safety requirements are fully complied with
- To proactively embed Health and Safety awareness and good practice within the organisation, and ensure all legislative requirements are met and adhered to
- To ensure all CDM and RAM'S requirements are met and adhered to for all works projects
- To ensure that appropriate fire and Health and Safety inspections are carried out, and risk assessments are in place for all maintenance related works
- To be responsible for managing and monitoring the maintenance aspects of the Association's 'Out of Hours' emergency service contract

## Performance Management and Assurance

- To monitor and evaluate the effectiveness of the property service and propose changes or improvements
- To collate and analyse data on property services performance for reporting to the Board
- To provide performance information for submission to the Welsh Government
- To work closely with the Association's Internal Auditor in their property services reviews, and ensure all recommendations are implemented in a timely manner

## Other Duties

- To have a good understanding of the Association's approach to service delivery e.g. 'Kindness First' and 'What matters to you'
- To identify relevant legislation or relevant good practice and liaise with colleagues regarding its interpretation and implementation
- To be aware of sector and regulatory developments in Health and Safety, compliance, and decarbonisation
- To be aware of the importance of technology and databases to the Association's work and contribute to strengthening future resilience in the use of technology to manage services
- To conduct yourself at all times in line with the Association's ethos and values
- To be actively involved in sector forums and networks and undertake necessary learning and personal development
- Where necessary, carry out asset management reviews and make recommendations so the Association can make the right investment decisions at the right time
- To comply with all Association policies and procedures including those relating to Health and Safety, Equality, Diversity and Inclusion, and the Data Protection Act 2018
- To carry out any other duties as reasonably requested by the Director of Operations, or the Chief Executive.

For business reasons the Association may ask you to undertake extra duties and responsibilities from time to time. Should it become necessary on a permanent basis, this will be advised in writing and take effect through a new contract of employment. Any changes made will be within your existing capabilities.

**In addition to the specified Job Purpose and Responsibilities all staff are expected to: -**

## **Equality**

Proactively promote the principles and practices of equality, diversity, and inclusion to ensure its effective implementation within their own work and the work of team members, as appropriate and to abide by and support the Aelwyd Housing's Equal Opportunities Policy as an integral part of all duties.

## **Health and Safety**

Understand their personal responsibilities for ensuring the highest standard of Health and Safety towards themselves and others. Understand the Aelwyd Housing Health and Safety Policy, including details of relevant responsibilities for employees and the Board as well as the consequences for failing to follow them.

## **Confidentiality**

Have a duty of confidentiality to residents, colleagues, and any other persons or organisations data/information that may be used or held by Aelwyd Housing. All data/information should be treated as confidential and should only be collected and/or disclosed on a need-to-know basis and where a legal basis has been satisfied in the relevant legislation.

## **Data Protection**

In line with legislation, and organisation policy, all personal data/information will be processed in line with the Data Protection Act 2018. This includes how staff collect, use, retain, share, and destroy personal data/information.

## **Value for Money and Financial Regulations**

Understand that when involved in making decisions to procure goods or services, staff are responsible for doing the right thing to ensure that value for money is achieved. This may involve conversations with specialist or more senior members of staff before any commitment to purchase is made, seeking approval in accordance with the Delegated Authority List and the Financial Regulations. All purchasing decisions and any costs incurred on behalf of Aelwyd Housing must be reasonable, made in a responsible manner, supported by a genuine business need and represent good value, in accordance with Aelwyd Housing policy and procedure.

## **Learning and development**

Attend and engage in all training identified as necessary to the role. This may involve achieving competency in specific areas to ensure legislative compliance and participating in developmental training to promote organisation culture. Staff will also be required to participate fully in the Aelwyd Housing performance development process and personally commit to identifying, achieving, and maintaining the skills and qualities required to fulfil their role and maximise their potential.

## Person Specification – Property Surveyor (Planned)

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant HNC/HND/Degree or equivalent in a construction related subject</li> <li>• A good standard of general education to include literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• IOSH or SMSTS qualification</li> <li>• PAS 2035 qualification <i>(or willingness to achieve qualification)</i></li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of undertaking stock condition surveying</li> <li>• Experience of working within the social housing sector</li> <li>• Experience of Health &amp; Safety and compliance in social housing</li> <li>• Strong Maintenance and Repair skills background</li> <li>• Experience of engaging and managing contractors</li> <li>• Experience of working with residents</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a planned maintenance capacity</li> <li>• Experience in the retrofitting of properties for decarbonisation</li> <li>• Experience of submitting projects suitable for grant (OPR/WHQS/TACP)</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong technical knowledge</li> <li>• A good working knowledge of Microsoft IT systems (outlook, excel, word)</li> <li>• Working knowledge of the requirements of WHQS 2023</li> <li>• Working knowledge of Fitness for Human Habitation (FFHH)</li> <li>• A good working knowledge of landlord health and safety and compliance requirements</li> </ul>	<ul style="list-style-type: none"> <li>• A working knowledge of Property tectonics software</li> <li>• A good understanding of and ability to assess risk</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good people skills, with the ability to communicate clearly to a range of people in various methods</li> <li>• Excellent organisational and planning skills</li> </ul>	



	<ul style="list-style-type: none"> <li>• Ability to diagnose repairs within domestic properties</li> <li>• Ability to manage, produce and deliver specifications of work with contractors</li> <li>• Ability to manage a broad and varied workload, and to meet deadlines</li> <li>• Experience of managing and delivering major capital works to properties</li> </ul>	
<p><b>Personal Attributes and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Adaptable to the needs of a small organisation and willingness to be involved in work outside of your day-to-day role</li> <li>• An ability to empathise with and align with the Association's ethos and values</li> <li>• Full driving license and use of own vehicle for work</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development</li> <li>• Ability to communicate in the Welsh language</li> </ul>

**Job Description:** Property Surveyor (Reactive & Compliance)

**Responsible to:** Director of Operations

**Employment Terms:** £38k per annum  
Permanent - Full Time 35 hours per week

## ROLE PURPOSE

To be responsible for an effective repairs and maintenance service to homes across South Wales, and to contribute to the long-term strategic planning for property services.

## KEY RESPONSIBILITIES

### General

- To ensure the provision of day-to-day responsive maintenance services to all homes owned and managed by the Association
- To contribute to the long-term strategic planning for future maintenance works required to Association homes
- To manage and monitor the compliance programme and provide performance data for the Board and submission to Welsh Government
- To assist in improvements to services to maintain innovation, good practice, and value for money
- To establish a good working relationship with residents through regular scheme visits and repairs inspections
- To contribute to the review and implementation of policies and procedures ensuring they comply with legislation, reflect good practice, and the requirements of the Welsh Government
- To provide technical knowledge and expertise, and to support Management Team by actively contributing to strategic discussions and planning,
- To work with the Chief Executive to contribute technical knowledge to the Association's growth strategy

### Budget and Financial Control

- To monitor and manage all reactive maintenance and compliance related contracts to ensure value for money and good service delivery
- To assist the Director of Operations in developing short, medium, and long-term maintenance budgets
- To work with finance colleagues to monitor and control agreed maintenance budgets and to report as required
- To work with finance colleagues to apply for relevant grants and submit grant claim forms

## Key Property Services Accountabilities

- To develop a planned asset maintenance programme, to ensure compliance with the Welsh Housing Quality Standard and to maintain appropriate records for reporting
- To deliver an effective and efficient responsive and cyclical works programme
- To develop and maintain an excellent working relationship with contractors, and strengthen the resilience of the Association by ensuring a strong contractor network is available to deliver services
- To manage the performance of contractors to ensure good service delivery and value for money
- To ensure compliance with landlord health and safety legal and regulatory requirements
- To prepare specifications and tenders for contracted works, managing the appointment of suppliers and contractors, and maintaining Property Services aspects of the Contracts Register
- To ensure that appropriate contracts are in place, and monitored effectively, for the maintenance and servicing of the Association's assets, ensuring full compliance with all relevant legislation and best practice.
- To be responsible for maintenance related aspects of service charge contracts and to liaise with the Director of Operations on service charge budget implications
- To procure and monitor major works projects and liaise with all relevant organisations and agencies to ensure delivery of works according to agreed specification
- To carry out cyclical Stock Condition Surveys, making recommendations and taking required action to ensure homes and buildings are well maintained
- To oversee vacant home inspections, liaising with Operations colleagues and arranging for required works to be carried out
- To carry out day to day reactive repairs inspections when required and arrange for necessary works to be completed
- To lead on reports of Damp and mould, ensuring a proactive and 'kindness First' approach is taken to keep homes and residents safe.
- To prepare and submit grant applications for available funding for decarbonisation works to homes
- To assist in developing and implementing work on the decarbonisation of homes
- To arrange for required home adaptations to be carried out in line with Welsh Government standards
- To prepare and submit funding applications for home adaptations
- To carry out emergency site visits and inspections outside of normal working hours across South Wales when required
- To ensure the Association meets its property services obligations under its various Management Agreements and to prepare property related performance information for meetings with the Trustees and Committee members
- To cover the duties that fall within the Planned Surveyor role, during times of absence
- To attend relevant strategic sector groups and meetings, sharing knowledge and learning to bring back and utilise within the role

## Staff Management

- To manage the directly employed Scheme Cleaning Operatives
- To support and work closely with the Property Services Officer to ensure good service delivery to residents

## Resident Involvement

- To monitor and report on resident satisfaction with the reactive maintenance service
- To engage with residents in relation to works required within their home
- Liaising with the Director of Operations to investigate and resolve any concerns or complaints from residents, stakeholders, or statutory agencies

## Health and Safety

- To act as the Competent Person for the Association and to be responsible for the Health and Safety requirements, associated with operating a property maintenance service, and to ensure Health and Safety requirements are fully complied with
- To proactively embed Health and Safety awareness and good practice within the organisation, and ensure all legislative requirements are met and adhered to
- To ensure all CDM and RAM'S requirements are met and adhered to for all works projects
- To ensure that appropriate fire, electrical, water safety and electrical Safety inspections are carried out, and risk assessments are in place for all maintenance related works
- To be responsible for managing and monitoring the maintenance aspects of the Association's 'Out of Hours' emergency service contract

## Performance Management and Assurance

- To monitor and evaluate the effectiveness of the property service and propose changes or improvements
- To collate and analyse data on property services performance for reporting to the Board
- To provide performance information for submission to the Welsh Government
- To work closely with the Association's Internal Auditor in their property services reviews, and ensure all recommendations are implemented in a timely manner

## Other Duties

- To have a good understanding of the Association's approach to service delivery e.g. 'Kindness First' and 'What matters to you'
- To identify relevant legislation or relevant good practice and liaise with colleagues regarding its interpretation and implementation
- To be aware of sector and regulatory developments in Health and Safety, compliance, and decarbonisation
- To be aware of the importance of technology and databases to the Association's work and contribute to strengthening future resilience in the use of technology to manage services
- To always conduct yourself in line with the Association's ethos and values
- To be actively involved in sector forums and networks and undertake necessary learning and personal development
- Where necessary, carry out asset management reviews and make recommendations so the Association can make the right investment decisions at the right time
- To comply with all Association policies and procedures including those relating to Health and Safety, Equality, Diversity and Inclusion, and the Data Protection Act 2018

- To carry out any other duties as reasonably requested by the Director of Operations, or the Chief Executive.

For business reasons the Association may ask you to undertake extra duties and responsibilities from time to time. Should it become necessary on a permanent basis, this will be advised in writing and take effect through a new contract of employment. Any changes made will be within your existing capabilities.

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### **Learning and development**

Attend and engage in all training identified as necessary to the role. This may involve achieving competency in specific areas to ensure legislative compliance and participating in



developmental training to promote organisation culture. Staff will also be required to participate fully in the Aelwyd Housing performance development process and personally commit to identifying, achieving, and maintaining the skills and qualities required to fulfil their role and maximise their potential.

### Person Specification – Property Surveyor (Reactive and Compliance)

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant HNC/HND/Degree or equivalent in a construction related subject</li> <li>• A good standard of general education to include literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• IOSH or SMSTS qualification</li> <li>• IATP/CPD/RoSPA Duty to Manage Asbestos qualification</li> <li>• Legionella Awareness Training &amp; Certification <i>(or willingness to achieve qualification)</i></li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of undertaking stock condition surveying</li> <li>• Experience of working within the social housing sector</li> <li>• Experience of Health &amp; Safety and compliance in social housing</li> <li>• Strong Maintenance and Repair skills background</li> <li>• Experience of engaging and managing contractors</li> <li>• Experience of managing vacant homes process</li> <li>• Experience of working with residents</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a planned maintenance capacity</li> <li>• Experience in the retrofitting of properties for decarbonisation</li> <li>• Experience of submitting projects suitable for Physical Adaptation grants</li> </ul>

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong technical knowledge</li> <li>• A good working knowledge of Microsoft IT systems (outlook, excel, word)</li> <li>• Working knowledge of the requirements of WHQS 2023</li> <li>• Working knowledge of Fitness for Human Habitation (FFHH)</li> <li>• A strong working knowledge of landlord health and safety and compliance requirements</li> </ul>	<ul style="list-style-type: none"> <li>• A working knowledge of Property tectonics software</li> <li>• A good understanding of and ability to assess risk</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good people skills, with the ability to communicate clearly to a range of people in various methods</li> <li>• Excellent organisational &amp; planning skills</li> <li>• Ability to diagnose repairs within domestic properties</li> <li>• Ability to manage, produce and deliver specifications of work with contractors</li> <li>• Ability to manage a broad and varied workload, and to meet deadlines</li> <li>• Experience of managing and delivering major capital works to properties</li> </ul>	
<b>Personal Attributes and Abilities</b>	<ul style="list-style-type: none"> <li>• Adaptable to the needs of a small organisation and willingness to be involved in work outside of your day-to-day role</li> <li>• An ability to empathise with and align with the Association's ethos and values</li> <li>• Full driving license and use of own vehicle for work</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development</li> <li>• Ability to communicate in the Welsh language</li> </ul>

## Summary of main benefits

Working for Aelwyd Housing gives you access to a great range of benefits such as a generous annual leave entitlement, competitive salary and a range of health and wellbeing benefits:

### Competitive salary

We offer a competitive salary of £38k per annum with an annual pay award agreed by the Board.

### Annual leave

You will be entitled to 25 days leave per year, increasing by one day each year to a maximum of 30 days, plus the designated statutory bank holidays. In addition, you will receive two ex gratia days to use at Christmas.

### Pension

We know that financial security has a positive effect on wellbeing whether you are close to retirement or not. We offer a generous Defined Contribution (DC) Scheme with an 8% employer contribution with life cover.

### Employee wellbeing

Our staff are important to us. That's why we're committed to offering the widest possible range of working arrangements to support and promote your wellbeing, and work-life balance. Staff can choose to work in an agile way between home and office, and we aim to be flexible about the things that matter to you.

### Supporting through illness

If the unfortunate happens and you are unable to work through sickness, illness or injury, Aelwyd Housing supports you with an occupational sick leave scheme and appropriate role adjustments.

### Learning and development

We value our staff and want to invest in providing the right support and skills to really make a difference to the services we provide. We regard the development of staff as a key responsibility of everyone's role. All staff must make a personal commitment and investment of time to access learning and development opportunities that will enhance personal growth and develop skills and behaviours.

## How to apply

Thank you for your interest in this position. This information will help you complete your application.

You will need to send:

- An up to date CV detailing your current employment status
- A written supporting statement (no more than 3 sides A4) that makes clear which role you are applying for or either.
- The statement should refer to the Person Specification and outline your suitability for the role based on your knowledge, skills, experience and personal qualities and values that you will bring to us.

**If you cannot attend the advertised interview date(s) please indicate this in your application.**

If you apply, we will ask for equalities information for monitoring purposes only, in line with our commitment to equality, diversity, and inclusion. This will not affect the outcome of your application. All applicants who meet the assessment criteria will be guaranteed an interview.

It is your responsibility to ensure that we have received your application. If you don't receive confirmation of receipt of your application from us within 24 hours of sending, please contact Beth Lewis [bethl@aelwyd.co.uk](mailto:bethl@aelwyd.co.uk).

Any CV's sent via agencies will be treated as direct applications for the role.

**Please note there are two roles being advertised:**

Property Surveyor (Planned) and Property Surveyor (Reactive & Compliance)

We recognise that many of the key skills, knowledge and experience will be the same for each role. Therefore, if you wish to apply for **both** roles you will only need to send in **one** CV and **one** Written Statement, however please ensure that you highlight that you are applying for **both roles** and that you cover the different elements within the person specification for each role.

## Key dates

Closing date for applications: **9am Monday 11<sup>th</sup> November 2024**

Email address for sending applications: [bethanw@aelwyd.co.uk](mailto:bethanw@aelwyd.co.uk)

Address to post application: Aelwyd Housing  
9 Ty Nant Court  
Morganstown Cardiff  
CF15 8LW

1<sup>st</sup> Stage Shortlist Interviews (Online) **Friday 15<sup>th</sup> November 2024 &  
Monday 18<sup>th</sup> November 2024**

Final Stage interviews: (In person) **Monday 25 November 2024**

**Final Stage Interviews will be held at the Aelwyd Housing offices in Morganstown, Cardiff.**

If sending an application in the post, please mark correspondence **Private & Confidential  
FAO Beth Lewis**

If you would like to arrange an informal chat about either role, please contact  
Gemma Watkins, Director of Operations [gemmaw@aelwyd.co.uk](mailto:gemmaw@aelwyd.co.uk)

*Please note that appointment is subject to two work related references one of which  
must be from your most recent employer and a DBS check.*



## **Head Office**

9a Ty Nant Court  
Morganstown  
Cardiff  
CF15 8LW

### **Telephone:**

029 2048 1203

### **Website:**

[www.aelwyd.co.uk](http://www.aelwyd.co.uk)

