



London Borough of Bexley Placement Description

Job Title:	Building Surveyor (Housing) Level 3 Apprentice <i>(2-year fixed term contract)</i>
Management Team:	Housing Services
Department:	Public Protection Housing & Public Realm
Qualification:	Level 3 Surveying Technician
Location:	2 Watling Street, Bexleyheath, Kent, DA6 7AT
Reports to:	Team Leader Grants
Salary:	£14,073.00 per annum
Hours:	36 per week

This apprenticeship opportunity will suit anyone who has a keen interest to pursue a career in building surveying. The role will support the apprentice to learn all element of a building surveying role including drawing detailed building plans, specifying works, conducting site inspections, carrying out property condition inspections, report writing, planning and building applications and regulations. This is carried out in relation to Disabled Facilities Grant (DFG) funded disability adaptations as well as void refurbishments to existing properties within Bexley. The role will also lean record tracking systems, progress onto site visits, problem solving and building advisory tasks to ensure legislation is met and safety is paramount.

Main purpose of the job:

This apprenticeship opportunity will provide valuable support and experience to train as a Surveying Technician by following a structured training apprenticeship programme covering a broad range of building legislation activities which will support and ensure the Council's surveying assets are maintained and operated effectively. At the end of the scheme the apprentice will have achieved or be close to achieving Technician membership of RICS (Royal Institute of Chartered Surveyors).

The apprentice will learn the key functions both administratively and technically to assist in the efficient operation of the Housing service through the direction of the Team Leader. The training in the technical abilities of disability adaptations and void works will be met by practical site inspections and theoretical learning of the building regulations and relevant enactments. The apprentice will be actively involved in ensuring prompt service delivery of the grant team DFG functions to both internal members of the Council and its customers to ensure the highest level of customer satisfaction so as to meet the Council's policy of customer care and to maintain the division's market share.

Major Duties and Responsibilities:

1. To keep a diary for each day in respect of new technical and administrative duties undertaken to ensure that for every week a full and comprehensive learning process is achieved.

2. Ensure that files are ready for site visits and there is good communication between contractors and the supply chain.
3. Assist in providing information for any particular project to the project surveyor and other bodies internal and external to the Council.
4. Good communication with all customers that meets the Council's standards.
5. Ensuring the service provided to the customer is efficient, effective and provided to the highest professional standard possible.
6. To undertake all day to day record keeping, filing, scanning as required whilst keeping and collating records in respect of building control work to maintain the public record.
7. To carry out grant administration procedures to assist with the application process as required.
8. Undertake postal duties that may be required from time to time in a timely and efficient manner.
9. Any other duties as required associated with the division in general particularly at times of heavy workload or staff absence.

The trainee will be expected to:

- work with colleagues, taking instruction, giving feedback and meeting the needs of the Division.
- attend regular monitoring sessions with supervisors, placement co-ordinators, college assessors
- perform a range of level 3 duties which include specific tasks related to the formal qualification. Such tasks will include owning and evaluating tasks; participating in team meetings and training days. Trainees will be encouraged to make suggestions to improve the current ways of working within the team.
- be self-motivated, plan and organise deadlines both in the workplace and at college. The individual must be able to work on their own and within the division and be able to demonstrate initiative.
- communicate with both internal and external customers to the standard expected using a range of communication methods (verbal, written, telephone, email, letter etc).
- To deliver an acceptable level of customer service at all times.
- Research and collate data/information required both in the workplace and at college.
- Make the best use of appropriate ICT systems including the Council's internet and intranet, email and other software packages in order to provide an efficient and effective service.
- Comply with the use of ICT systems to ensure good practice is adhered to.
- Report to line manager if agreed timescales, targets and service standards cannot be met.
- Provide general information and advice regarding the services provided by the team
- To undertake any other duties that may be reasonably required both in the workplace and as part of the qualification.

Surveying Technician Duties

The trainee will be expected to work in most of the following core areas in order to achieve the qualification:

- Health, Safety and Welfare in Construction and the Built Environment
- Assist with the implementation of minor and major housing adaptations such as stair lifts, walk in showers, ramps etc
- Understand the Council's tendering procurement process including preparing tender packs ready for tendering
- Assist building surveyors in undertaking surveys, measurement and other technical duties as directed or as required by the qualification framework.
- Assist building surveyors with site management of on-site works
- Assist building surveyors with setting up site visits by making appointments with clients/builders
- Assist building surveyors with visual inspections of minor adaptation works such as steps and grab rails
- Assist building surveyors with obtaining and filing any certifications post adaptation such as electrical certificates and building control completion certificates
- Assist with ensuring that all contractors relevant health and safety accreditations are up to date and on file
- Sustainable Construction
- Mathematics in Construction and the Built Environment
- Building Technology in Construction
- Surveying in Construction

Job Activities:

The role of the apprentice is generic, its main objective being to provide work-based learning to allow individuals to become competent and qualified to a level 3 standard. The individual will be expected to build on their current skills and work in a flexible manner and carry out appropriate work to maintain service objectives. A level of basic supervision may need to be demonstrated to meet the criteria outlined in the qualification framework. This is generally met by departments offering work experience to a lower level student.

Knowledge, Competence and Skills: Person Specification

SELECTION CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<u>1. Education</u> 5 x GCSEs at A-C level, including English, Maths, science and ICT (or equivalent)	Essential	Exam results Application Form
2 AS or A2 level qualifications at A-C grade or equivalent such as an alternative level 3 BTEC qualification	Essential	Exam results Application Form

<p>2. Ongoing Training</p> <p>Secured college placement to study on a part time basis Level 3 apprentice qualification.</p>	Essential	The organisation will arrange this for the successful applicant
<p>3. Relevant Experience and Knowledge</p> <p>Demonstrate good knowledge of the scheme, qualification and organisation. Show desire, passion and commitment to the scheme.</p> <p>Demonstrate a professional, flexible and proactive approach to work with good working knowledge of organisational procedures and legislation.</p> <p>Experience of using ICT packages to input and manipulate data, which must include Word, Outlook and Excel</p> <p>Awareness of safety legislation and good practice relating to the design, construction and maintenance of building structures</p> <p>Awareness of building legislation and good practice relating to the design, construction and maintenance of disability adaptations</p> <p>Work experience in the chosen vocational area.</p> <p>Good written and verbal communication skills. Ability to pay attention to detail.</p> <p>Ability to maintain confidentiality, professionalism and sensitivity in all circumstances.</p>	<p>Essential</p> <p>Essential</p> <p>Essential for admin/customer service</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p>