YMCA ST PAUL'S GROUP

Serving young people and communities across the London metropolitan area

Property Surveyor

Responsible to:	Head of Asset Investment and Programmes
Salary:	£47,000.00 to £55,000.00
Responsible for (staff):	None
Hours of Work:	35 hours per week, generally worked within office hours, Monday to Friday, with occasional evening work.
Work Location:	The role involves travel on a regular basis to visit and inspect all the YMCA SPG Property Portfolio. You will be required to work from offices within the group with some homeworking.

Job Purpose

These roles will report in to the Head of Asset Investment and Programmes and help ensure that the Group delivers its Major Works and Cyclical programmes whilst ensuring excellent resident satisfaction and value for money. The role will also work closely with our Property Managers, helping to provide technical expertise and presence on the ground to undertake routine and ad hoc inspections.

- To carry out detailed stock condition surveys and property inspections for the group as required using the Group's asset management software, producing reports to help maintain and refresh the Group's asset management information and Asset Investment Delivery Programme.
- To help develop and manage delivery of the Major Works, Planned and Cyclical programmes by undertaking surveys, preparing works specifications for tenders, carrying out works inspections and managing works contracts and contractors on-site to ensure quality and Value for Money (VfM).
- To manage contracts including Contract Instructions variations, preparing valuation statements as required.
- To manage consultants / Employer's Agents as required.
- Ensure all building safety compliance, statutory and regulatory obligations are picked up and progressed.
- To work with the Head of Asset Investment and Programmes, Asset Manager and Head of Property to develop and refine the 5-year Asset Investment Delivery Plan.
- To work with the Head of Asset Investment and Programmes, Head of Property and Property Managers to develop cyclical decorations programmes, managing delivery.
- To work with the Head of Property and Property Managers to ensure all recommendations supplied from any report (FRA, stock condition, HHSRS) are followed through with the responsible delivery teams and are actions are completed.
- To help produce reports for both internal and external audits with relevant asset management data.
- To keep the Asset Management and compliance systems up to date with any asset changes and any major works programmes delivered.
- To carry out HHSRS (Housing Health & Safety Rating System) inspections as required and provide recommendations and status report.
- To keep up to date with all regulatory requirements and changes in legislation.
- To deputise for the Planned and Cyclical Manager when required.

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- To work with the Head of Asset Investment and Programmes, Head of Property and others involved in the management of the buildings to manage building safety risks appropriately.
- To be an ambassador for YMCA SPG and have our customers/residents at the heart of all decision making.
- To occasionally attend site out of hours if required in the event of a serious emergency warranting escalation.

Staff Management

- No line management requirements

Finance and Budgetary Management

- Support with the Head of Property, Asset Data Manager, Head of Asset Investment and Programmes, and Finance team to set annual budgets and programmes.
- Maintain accurate financial and performance records including cashflow forecasts on any projects and schemes being managed and produce reports as and when required by management.

General – Line Managers

- Ensure compliance with all relevant legislation including Safeguarding, Confidentiality, Data Protection and Health and Safety guidelines and policies. Oversee all information provided to statutory agencies and the police.
- Assist in the collation of statistics and data for the purpose of reporting to the Senior Management Team, Board of Directors, and other external stakeholders or funders.

General – All Staff

- Able to proficiently use IT systems, including working with databases, Microsoft office, email, internet.
- Attend all relevant training and development programmes.
- Attend all relevant cross departmental, and Corporate Office meetings as and when required.
- Undertake any other duties as requested by line manager.

This role may be required to occasionally work unsocial hours (early mornings and late evenings) and the occasional weekend.

Because of the evolving nature and changing demands of our business this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description, and according to the needs of the charity.

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Person Specification / Key Competences

KNOWLEDGE & EXPERIENCE	
Knowledge	
Essential	**Desirable**
Recognised professional qualification in building construction or a closely related discipline such as building surveying	Membership of CIOB or RICS
Thorough understanding of major works and cyclical programmes as applicable to residential blocks	
A good understanding of legislation, regulation and its application in relation to residential properties generally and as applicable to the social / affordable housing sector, including the Building Safety Act 2022 and Fire Safety Act 2021, HHSRS, Decent Homes Standard. RSH Safety and Quality Standard	
A good understanding of fire safety requirements and implications when inspecting buildings	
Budget and project management skills	
Ability to demonstrate comprehensive knowledge of Health and Safety building compliance, legislation, quality management systems, design and implementation	IOSH / NEBOSH equivalent Health and safety qualification
Experience	
Essential	**Desirable**
Proven experience in a residential Property Surveyor role, producing inspection and survey reports, managing works programmes (3 years minimum) Experience should include preparing specifications and scopes of work, supporting the tendering of works, managing and liaising with contractors throughout delivery, and administering Building works contracts	
Strong knowledge and or experience of working within property services in a social / affordable / supported housing environment. Candidates can demonstrate this knowledge using relevant examples from a comparable property setting.	
Experience of working with residents, ensuring excellent customer care and communication.	
Excellent project planning, change and time management skills	

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COMPETENCIES & SKILLS	
Essential	**Desirable**
Key Competencies	
Managing and Empowering- Recruits and builds engaged, high performing teams.	
Financial Management - Exercising Sound budget and revenue control with a value for money approach	
Leadership, Trust and Responsibility - Takes responsibility, instils trust and able to demonstrate Leadership driven by YMCA St Paul's Group values.	
Collaboration: Able to develop and maintain positive working relationships with others	
Collaboration: Able to form non-judgemental and constructive relationships, especially with vulnerable people, whilst holding clear boundaries	
Collaboration: Able to confront difficult situations and reconcile different viewpoints	
Achieving Results: Able to produce reports and present work analytically	
Communication and influencing Excellent communication and interpersonal skills	
Planning and organising: Good planning and organisational skills in order to manage a busy and varied workload	
Inclusivity & Diversity: Motivation and interest in working for YMCA St Paul's Group. Able to work effectively within, and successfully implement, an Equal Opportunities Environment	
Inclusivity & Diversity: Able to work effectively in an Equal Opportunities & Diversity environment	
Additional requirements	
Able to work unsocial hours, including evenings, weekends, and public holidays if required	
Able to travel to different YMCA sites	
Full UK Driving licence and own vehicle	
Able to respect the Christian ethos of the Group and uphold its organisation values	

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Annual leave

Commencing at 25 days per annum plus public holidays (for five days per week workers; otherwise pro-rata).

Car Allowance

Casual User Car Allowance is payable.

Conditions of Appointment

Subject to satisfactory references, medical clearance, Disclosure Barring Service check and verification of ability to work in the United Kingdom.
Possession of a current valid driving licence and appropriately insured transport is a requirement for the post.

Probation Period

Subject to satisfactory review, the contract will be confirmed after six months unless stated otherwise.

Continuity of Service

For those already employed within the YMCA Federation, continuity of service will be recognised.

Notice Period

One week during the probationary period and then a minimum of 1 calendar month.

Pension

Subject to certain criteria set by Government, you will be auto-enrolled into our chosen workplace pension scheme. The default position on Auto-Enrolment will be for your contributions to be made on a Salary Exchange basis, but you will have the option to opt-out of this arrangement. In respect of these Salary Exchange arrangements, you agree that your gross pay will be reduced by an amount equal to your Salary Exchange contributions.

Other Benefits

- Free use of the Health and Fitness facilities
- Rewards discount scheme
- Discounted health cash plan (provided through Simply Health)
- Life Assurance
- Cycle to Work scheme
- staff discount in restaurants

Further details are available at: YMCA St Paul's Group Careers

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Application questions

Please answer all six questions in the personal statement, keeping within the individual word limit shown for each answer. Focus primarily on experience gained during the last 10 years, giving dates, your own contribution and outcomes. You do not need 10 years of experience to apply. Relevant examples from outside the UK and transferable experience from other sectors are welcome; explain their relevance to this role. Do not include confidential resident or employer information. Keep your answers succinct.

1. **Motivation—maximum 300words**
   Why do you want to be a Property Surveyor at YMCA St Paul's Group? What interests you about this role?

2. **Surveying and asset information — maximum 300 words**
   Briefly summarise your relevant surveying experience during the last 10 years, including dates, property types and responsibilities. Give an example of a stock condition survey or inspection programme that you have worked on. How did you assess the issues and record your findings and recommend or prioritise action? Did you use any asset management software? State the outcome.

3. **Delivering project works and value for money — maximum 300 words**
   Describe one major, planned or cyclical works project you helped deliver. Give the date, scale or budget, and your personal responsibilities for specifications, procurement, tendering, preparing JCT contract document or similar, contractor supervision and contract administration, including variations or valuations where relevant. How did you manage cost, quality, safety and timescales, and what was achieved?

4. **Building safety and construction - UK knowledge — maximum 200 words**
   Outline your knowledge of relevant UK requirements as applicable to the kind of works you would be managing, include a relevant example. If your experience is overseas, explain what knowledge you can transfer and how you would address UK knowledge gaps.

5. **Transferable skills and communication — maximum 200 words**
   Give a dated property example of managing competing priorities while resolving a difficult issue involving residents, customers or contractors. What did you personally do to communicate clearly, respond sensitively to individual needs and work with others? Explain the outcome and how these skills would transfer to this role.

6. **Qualifications and UK comparability — maximum 200 words**
   Explain how the qualifications you have listed relate to the role's requirement for a recognised professional qualification in building construction. For overseas awards, state any evidenced UK qualification level or comparability and its source; if not assessed, please say so. Include relevant professional memberships, such as RICS or CIOB, safety qualifications and recent professional development.