



Metropolitan

Job Profile

Job title:	Adaptations Surveyor (Home Improvement Agency)
Grade:	

Required information:	Reports to	Senior adaptations surveyor
	Direct reports	N/A
	Region:	London / Midlands / East Anglia
Budget responsibility	£ 0.5M revenue budget	a) Shares control of budget with others (such as a departmental budget) b) Contributes to departmental, team or individual budget c) Has no direct or quantifiable impact on budgets

Job purpose:

- To provide advice to the HIA's clients with regard to proposed adaptations, prepare specifications and technical drawings for adaptation works and arrange estimates for work from the HIA's contractors
- To manage adaptation works, monitoring work on site and carrying out post completion inspections to ensure works are completed to a high standard and meet the needs of the HIA's clients
- To provide detailed technical advice and support to the HIA's occupational therapists and other HIA staff regarding the feasibility of proposed works





Main accountabilities

- To visit clients in their own homes and carry out surveys with regard to adaptations and/or other building defects, having regard to the client's needs and the condition of the property and any recommendations made by the HIA's Occupational Therapists.
- To provide detailed technical advice to the HIA's occupational therapists with regard to the feasibility of proposed works, carrying out joint visits where necessary, ensuring proposed works are both reasonable and practical, providing advice as appropriate to the client
- To prepare technical drawings (using AutoCad) and detailed specifications for building works.
- To carry out risk assessments with regard to CDM regulations and to ensure all health and safety risks are identified and appropriate mitigation measures are put in place
- To ensure any necessary approvals are obtained for proposed works and that all proposed works comply with any relevant statutory and/or health and safety requirements including planning and building regulations and party wall agreements
- To arrange estimates for the proposed works from contractors on the HIA's contractors' register, evaluate tenders and make recommendations regarding the agreed contractor
- To monitor building work on site and to carry out post completion inspections, ensuring all work is completed to a satisfactory standard and meets the needs of the HIA's clients and is in accordance with the agreed specification and plans.
- To be responsible for ensuring that invoices match agreed contract sums, including responsibility for managing any variations to work which may arise either before work starts or once work is on site
- To respond promptly to any concerns or complaints about the quality of work and to ensure that any identified defects are dealt with, making any necessary recommendations to the Senior Adaptations Surveyor with regard to contractors' performance
- To maintain clear, accurate and up to date records of case load using the HIA's client records system and to provide regular reports as required to the Senior Adaptations Surveyor





Key experience and qualifications required

- Appropriate and relevant qualification in Building Maintenance/Surveying or similar
- Extensive experience of carrying out building surveys in domestic properties particularly in the context of carrying out adaptations for disabled occupants
- Extensive practical experience of using AutoCad to prepare detailed technical drawings
- Extensive practical experience of preparing specifications for work in domestic properties
- Detailed knowledge of building regulations (including an understanding of Part M), planning requirements, CDM regulations and health and safety regulations with regard to the carrying out of adaptations work gained from extensive practical working experience in domestic properties
- An ability to communicate clearly and effectively both verbally and in writing with the HIA's clients and their family members or carers and with the HIA's contractors
- Good IT skills including a proven ability to use electronic databases for recording and monitoring workload (e.g. Foundations' Case Manager database)
- Demonstrable knowledge and understanding of the needs of disabled people
- particularly with regard to adaptations and how Disabled Facilities Grants can be used to enable disabled people to live safely and well in their own homes
- Experience of delivering adaptations for disabled people gained through work with a home improvement agency or other housing agency (e.g. local authority or Housing Association)
- Ability to travel to carry out home visits using your own vehicle, bicycle or public transport

Impact

- 1. Outline the most important decisions typically made by the role holder**
 - Feasibility/risk assessments for building works with individual values up to £35K. Preparation of specifications and plans for building works.
- 2. Outline the most important recommendations typically made by the role holder.**
 - Adaptations for vulnerable adults/children based on professional

