



# Asset Surveyor

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£41,860

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## About Beacon

Beacon Cymru results from the merger in January 2025 of Coastal Housing and RHA Wales: two respected community landlords with reputations for excellence, innovation and being a positive force in the communities where they work.

At Beacon we're a team in the truest sense of the word.

We value relationships highly, so we invest in them daily. As a result, our workplace culture is open, trusting and respectful. It's also safe, which we think is pretty critical to encouraging new ideas and approaches.

We employ almost 380 people across south west Wales and we trust every single one of them to know, and do, their work in the way that gets the best results for residents, the local community and the planet.

We aim to be a 10,000 home organisation for the future; one which constantly raises the bar to deliver improved services and homes for residents.

We aim to deliver a greater number of new, high-quality homes each year; we're focused on growth and investment in existing homes and services, and we're a more resilient organisation with a wider geographical reach.

Beacon vision is to provide homes and services that enable our tenants to thrive and the communities we serve to prosper, supported by growing our social business and extending the reach of our homes and services.

This is supported by our digital vision, which is to use technology to support and enable our aims and priorities, and to enhance our services, communication and interaction with residents and businesses across the communities in which we work. In doing this we will endeavour to create opportunities through our digital strategy for resident focus, innovation and sustainability.





**Job Title:** Asset Surveyor

**Place of work:** Hybrid Working with Offices in Swansea & Tonypandy

**Hours of work:** 35hrs Monday to Friday

**Salary:** £41,860

## Job Summary

Asset Surveyors are vital to the maintenance, protection and safety of properties across the whole portfolio. Your work involves undertaking property inspections and surveys that inform short, medium and long term plans for works so that residents can live safely and affordably in their homes and Beacon can set accurate financial plans. Central to this work are the stock condition surveys and energy performance surveys you will carry out, as well as ensuring we meet our obligations under the Welsh Housing Quality Standard, the Housing Health and Safety Rating System, and the Fitness for Human Habitation Regulations in the Renting Homes (Wales) Act 2016, including our reporting requirements.

The work is organised flexibly across all geographical areas and over a range of programmes, including cyclical works, planned improvements and grant funded work and involves preparing tendering and contract documentation for these, as prescribed by senior surveyors and managers. Resident views are critical to the success of these programmes, therefore effective consultation, comprehensive engagement and continuous feedback are expected – tailored and flexible to the needs of the residents and the programmes.

This role is on the rota for the out of hours/on-call service.



## **Purpose of Role**

- Provide a first class asset management and property surveying service.
- Ensure all works are completed in accordance with the Welsh Housing Quality Standard, and Fitness for Human Habitation Regulations where applicable, and are completed to a high standard.
- Update the Association's stock condition information and WHQS database following completion of works and/or following surveys.
- Assist in providing information regarding property or scheme costs to inform preparation of budgets.
- Undertake various property surveys on the groups' stock and update necessary software to facilitate long term investment and planning decision making.
- Ensure all grant funded works are completed in accordance with grant conditions and requirements to the relevant quality standards.

## **Daily Responsibilities**

- Carry out stock condition surveys of Beacon properties and upload information on to the relevant stock condition system.
- Undertake Home Health & Safety Rating Surveys (HHSRS) to properties as required.
- Undertake Domestic Energy Assessments (DEAs) and provide Energy Performance Certificates (EPCs) when required (to occupied or void properties) and record in the relevant software applications.
- Carry out inspections of health and safety related matters in properties and / or communal areas on an ongoing basis to ensure the Association's properties are well maintained and statutory requirements are met.
- Carry out dilapidation and disrepair surveys.
- Organise workload based on properties or components that require inspection and making appointments and arrangements to carry out inspections.
- Identify components/items requiring replacement using information provided by the stock condition system, along with reference to other staff members (e.g. reactive surveyors, trades) where premature failure may be evident.
- Verify the condition of building components that are programmed for replacement or are due for decoration.
- Advise managers where properties need major repair, including measured surveys and or stock profile condition survey.
- Advise managers of any regular failure of specific components or areas of use where they may be unsuitable or ineffective.



- Provide feedback to the development team on any poorly performing products so that alternatives can be used on future developments.
- Advise managers of inappropriate building practices or use of materials revealed by property inspections.
- Consult with residents in respect of choice of products, styles, colours, etc.
- Ensure resident satisfaction questionnaires are provided to residents in a timely manner and feedback is acted on promptly, investigating any poor feedback as a priority.
- Inform the compliance team about any works that need to be included in building safety cases.

## **Project Management**

- Prepare specifications, drawings, schedules of works, tender documentation and contract documentation as required.
- Obtain specialist reports from external stakeholders as required.
- Prepare schedules of work as and when required for the association's planned improvements works including but not limited to roof renewal, window, and door replacement together with kitchen and bathroom replacements.
- Issue works orders and approve valuations and invoices up to the limits specified in Beacon financial regulations, standing orders and schedule of delegated authority.
- Where required, act as the Principal Designer / clients representative within the CDM regulations 2015 (or as amended).
- Issue architect's instructions for JCT contracts as required.
- Assist in the selection and organisation of tenders and contracts.
- Monitor works in progress to ensure compliance with specifications, drawings, schedules of works, manufacturer's installation requirements, health and safety legislation, etc.
- Undertake post inspections of works.
- Effectively deal with contractors that carry out work that is of poor quality and report on the performance of contractors and components to the manager.
- Liaise with other departments as required during any void works or physical adaption grant (PAG) work, to provide technical assistance and ensure relevant staff are fully informed of work being carried out and its progress.
- Liaise with the development team during the construction phase and handover phase to gather information and knowledge for future property maintenance purposes.

- Attend site meetings as required, on existing and new-build schemes where input from the maintenance department is required.

## **General Responsibilities**

- Comply with all current and applicable legislation, approved codes of practice, industry guidance, etc. in relation to health and safety, building and fire safety, Construction (Design & Management), asbestos, planning, building regulations, etc.
- Comply with statutory and legal obligations, the groups corporate aims, values, policies and procedures, occupation contract and lease conditions and good practice.
- Ensure that work carried out by Beacon's appointed contractors does not pose significant risk to any internal or external stakeholders.
- Inform the correct people about any risk matters so that appropriate risk management actions can be implemented.
- Liaise with internal and external stakeholders as required and with other members of the department to ensure the smooth running of the service.
- Provide and maintain a service that is value for money.
- Prepare agendas for pre-contract meetings and progress meetings and organise, chair and minute pre-contract meetings and progress meetings.
- Deal with enquiries and correspondence relating to the maintenance department and maintain effective administration systems.
- Competent IT skills suitable to compiling and recording information on a variety of manual and IT (laptop/phone/tablet/pda) systems.
- Work flexibly across the assets and maintenance department during times of staff shortage, sickness, leave, etc.
- Participate in the operation of the groups out of hours emergency repair service, which will include being on call on a shared rota basis. This will also involve being able to answer queries made by contractors, the call centre, or residents during these periods. In certain situations, this will include a requirement to attend properties to ascertain the full extent of the problem and assess any re-housing issues, in the event of fires or severe floods, etc.
- Carry out any other duties reasonably determined by management.

***NB. This is not exhaustive and may change to meet the needs of Beacon Cymru Group.***

## Asset Surveyor

## Person Specification

Qualifications & Experience		
✓		HNC in Building (level 4)
✓		Domestic Energy Assessor (level 3) or willingness to be trained to obtain the qualification
	✓	Retrofit Coordination and Risk Management or willingness to be trained to obtain the qualification
	✓	Member (RICS or CIOB)
✓		Experience in completing a wide range of property condition surveys
✓		Experienced in dealing with residents, contractors, housing associations, local authorities, and other agencies
✓		Experience in tendering, procuring and contracting services
✓		Practical experience in customer or solution focused services
Skills and Knowledge		
✓		Practical knowledge of building practices, systems, and components
✓		Knowledge of Welsh Quality Housing Standards, Fitness for Human Habitation, Housing Health and Safety Rating System and property related matters affecting housing associations
✓		Able to prepare drawings and schedules of work, advise on property conditions and prepare costs against these
✓		Sound numerical skills and be able to work to a budget
✓		Understanding of health and safety in properties and knowledge of CDM Regulations 2015 (or as amended), Regulatory Reform (Fire Safety) Order 2005 and able to carry out dynamic risk assessments accordingly
	✓	A practical knowledge and understanding of the 'Vanguard' system's thinking method
✓		Competent IT skills with the ability to use a range of software, including stock condition data systems
✓		Able to maintain effective administration systems
✓		Good organisational and time management skills
Personal Qualities		
✓		Self-aware and committed to own continuous development as well as that of the team
✓		Driven to achieve results with high standards and expectations of service delivery
✓		Proactive approach to problem solving with the ability to weigh up situations and act upon and make sound decisions
✓		Innovative and receptive to change, encouraging creativity and fresh ideas
✓		Confident, with excellent communication skills that demonstrate an ability to collaborate, listen, negotiate and influence
✓		Demonstrates credibility with internal and external customers at all levels
✓		Commitment to the values, aims and objectives of Beacon and upholding its reputation
General		
✓		Basic Disclosure and Barring Service (DBS) check
✓		Commitment to personal development and developing the role and skills of the team
✓		Full driving licence and daily use of a vehicle

## Next steps

If this seems the job for you can apply online 24/7 right up until **14<sup>th</sup> July 2025**

You can save your progress through our online application system so you don't need to do the entire thing in one go.

Here's a whistlestop tour of our typical recruitment process so you know what to expect:

- Complete and submit the application form online before the closing date and time shown
- We'll review all applications and let you know whether or not you've been shortlisted

If you are, we'll invite you to come and meet us for an Assessment day on either **30<sup>th</sup> or 31<sup>st</sup> July**. Please ensure you are available for these dates prior to applying as we will not be able to offer alternative dates.

- If you're successful, we'll make you an offer (hopefully one that you can't refuse!)
- Once you've accepted our offer, we'll follow up your references and check your eligibility to work in the UK – if the role requires it, we'll also carry out a DBS check
- Once that's all done, we'll send you a contract and confirm your start date
- Welcome to **#TeamBeacon!** There's a 6 month probationary period from your start date and your manager and HR will support you throughout.



## Our benefits

Beacon offers a wide range of benefits including:



30 days annual leave, plus an additional 2 days leave at Christmas!



Enhanced family friendly leave, including paid dependency leave.



Defined contribution pension with included life assurance of 3 times your salary.



Enhanced company sick pay.



Payment of professional membership fees

Want to see the full range of benefits?  
Visit [beacon.cymru/jobs](https://beacon.cymru/jobs)