Job Description

Job title	Technical Surveyor
Profession	Property Maintenance & Technical Assurance
Band	E
Directorate	Customer
Accountable to	Operations Manager – Property Service

Job Purpose:

The role is responsible for providing a comprehensive technical surveying service, with a focus on effective delivery of maintenance services. Investigate and provide advice on the resolution of complex maintenance issues (raised either internally or through customers).

The role is also responsible for maintaining high data quality in our property systems. Ensure that data is held centrally for full transparency and that suitable contract arrangements are in place for the continued management all compliance elements within your defined areas. Work alongside colleagues to achieve SNG priorities and a customer focussed culture and vision of safe, high-quality homes and connected communities.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within the broad direction set by the Operations Manager – Property Service, this role is responsible for providing technical advice on the design, construction and maintenance, and repair of our customers' homes. This will include investigation, identification, diagnosis, and problem solving of complex maintenance issues (such as building disrepair, structural failure, and defect analysis), undertaking building surveys, writing technical reports, preparation of specifications, quantities, programmes of work and budgeted costs for use by inhouse delivery teams or external contractors.

Key Accountabilities:

- Accountable for management, reporting and control of individual repairs, projects, or work packages up to a value of circa £2 million per annum.
- Take responsibility for delivering the right outcome for our customer in a safe and timely way.
- Responsible for technical advice on design, construction, maintenance, and repair to internal and external stakeholders, inhouse delivery teams, external contractors.
- Prepare reports, specifications, drawings and contract documents for a range of repair and maintenance construction activity, to include working drawings and detailed cost estimates.
- Manage contracts for maintenance works. Monitor performance by site visits, liaising and negotiating with contractors, external consultants, and other professionals to ensure contracts are delivered to time, cost constraints, according to Construction Design and Management (CDM) requirements and quality standards. Certify straightforward certificates and orders for payment

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(within value limits set from time to time) and undertake contractual claim negotiations and to negotiate variations, as necessary.

- Ensure all works meet all necessary standards and legal compliance. This includes but is not limited to the following standards: Building Regulations, Gas Safe, NICEIC, FENSA, MCS and all other main construction regulations.
- Hold the Data Steward role for data quality related to property as set out in Sovereign Network Group's (SNG's) data landscape.
- Promote a positive collaborative culture of Building Safety and Compliance. Take personal responsibility for escalating any concerns to the Building Safety and Compliance team for consideration and/or investigation.
- Establish and maintain effectiveness by developing working relationships with all stakeholders, ensuring integrated contribution to SNG's corporate objectives whilst observing SNG's policies, procedures, and ways of working.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Current knowledge and awareness of technical, statutory, regulatory and legislative requirements relating to maintenance services.
- Ability to prepare and interpret specifications and schedules of work.
- Knowledge of relevant health, safety and environmental legislation.
- Ability to plan, track and forecast delivery of works and expenditure within agreed timescales and budgets.
- Ability to take initiative, make informed decisions and prioritise workloads.
- Strong communication, stakeholder management and influencing skills.
- Ability to operate with commercial awareness and understand value for money.
- Experience of diagnosing complex building defects, disrepair and maintenance issues.
- Experience of producing technical reports and recommendations.
- Experience of contract management and contractor performance monitoring.
- Understanding of Building Regulations and construction compliance requirements.

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- Full UK driving licence and ability to travel across the housing portfolio.

Desirable

- Educated to degree level or vocational qualification in a construction-related discipline.
- Ability to impact assess and understand the difference between major and minor data issues.
- Knowledge of data quality management and reconciliation techniques.
- Professional membership (RICS, CIOB, CABE, RPSA or similar).
- Experience within social housing or housing association maintenance.
- Experience managing projects involving resident engagement or occupied properties.
- Understanding of Building Safety Act requirements and higher-risk building obligations.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	1430	Darren Mealings	10/2022	
2.0	4755	Rebranded / Matt Collins	04/2026	08/2026

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