

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Occupational Therapy Surveyor	<b>Grade:</b>	SO2
<b>Reports to (Designation):</b>	Senior Adaptations Officer	<b>Grade:</b>	PO2
<b>Directorate:</b>	Community Services	<b>Department:</b>	Adult Social Care

---

#### Main Purpose of the job:

To provide specialised technical support and advice for adaptations to Community Occupational Therapy (COT) clients. Ensure all adaptation work complies with relevant planning and building regulations and carry out all statutory processes for Council-owned properties. Ensuring any work is completed to a satisfactory standard.

---

#### Summary of Responsibilities and Personal Duties:

1. Inspect Council dwellings to advise on adaptation methods and provide technical advice to the COT team to support tenants with disabilities to live independently.
2. Undertake joint visits with COT staff to assess technical implications of proposed adaptations.
3. Deal sensitively with clients, considering cultural and religious needs when recommending construction solutions.
4. Carry out site surveys, prepare sketch schemes and scaled working drawings, and submit documentation for planning and building regulation approvals.
5. Prepare specifications, schedules of work, manage tender procedures, obtain competitive estimates, and recommend suitable contractors.
6. Liaise with utility companies and ensure compliance with statutory decisions.
7. Work closely with COT staff, Adult Services, and other health and social care professionals.
8. Identify and advise on repairs affecting adaptations and liaising with housing partners.
9. Conduct final inspections, instruct contractors to remedy defects, and ensure high standards of workmanship.
10. Maintain expert knowledge of adaptation designs and equipment for disabled clients.
11. Keep up to date with legislation, technical developments, and assist in setting technical standards.
12. Utilise technology and specialized equipment effectively.
13. Carry out other duties within the scope of the post as required.

14. Work outside normal office hours, including weekends, when necessary.

15. Attend various meetings internal (team) and external where required.

## **Management Responsibilities**

16. Provide technical support and guidance on adaptations to COT staff, students, trainees, and specialist contractors as assigned.

Internal Contacts: These include Council Members, senior technical/professional staff, Legal, Building Control, Planning, Finance, Social Services, and COT staff.

External Contacts: This will include Housing partners, contractors, tenants, and occasionally owner-occupiers and landlords.

## **Equal Opportunities & Health & Safety**

- Comply with the Council's Equal Opportunities Policy and core values.
- Comply with Health & Safety policies and environmental policy.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 0

Title:	Grade	No of posts
--------	-------	-------------

Number of partially managed staff:

Title:	Grade	No of posts
--------	-------	-------------

## PERSON SPECIFICATION

**Job Title:** Occupational Therapy Surveyor

**Grade:** SO2

**Department:** Assessment and Support Planning

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

<b>Equality &amp; Diversity</b>	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	<b>S</b>
Understanding of how equality and diversity relate to this post	<b>S</b>
<b>Knowledge</b>	
Extensive knowledge of building works and statutory requirements.	<b>S</b>
Up-to-date knowledge of Health & Safety issues related to adaptations.	<b>S</b>
Best practice in physical adaptations work.	
<b>Aptitude</b>	
Strong problem-solving skills and ability to give clear technical advice.	<b>S</b>
Strong organisational and office management skills.	
<b>Skills</b>	
<b>Skills can only be used as shortlisting criteria if the skill is to be tested</b>	<b>(To Be Tested – T)</b>
Ability to use manual and computerised drawing systems (CAD).	<b>T</b>
Ability to prepare detailed specifications and schemes of work.	
<b>Experience</b>	
Substantial experience using CAD or similar design packages.	<b>S</b>
Experience supervising contracts for adaptations and improvements.	<b>S</b>
Writing reports and delivering work programmes to time, cost, and quality.	
Experience with different types of domestic building construction.	<b>S</b>

<b>General Education</b>	
Relevant technical qualification (e.g., HNC, ONC, NVQ Level 3) or extensive related experience.	<b>S</b>
<b>Personal Qualities</b>	
Empathy towards vulnerable groups.	<b>S</b>
Good communication skills (verbal, written, telephone).	
<b>Circumstances</b>	
Ability to work outside normal office hours, including evenings/weekends.	
<b>Physical</b>	
Generally, candidates must meet the standard Lewisham requirements for the post	

**DBS Disclosure Required**    **Basic**     **Standard**     **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)