

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Technical Inspector	Grade: PO2
Reports to (Designation):	Stock Investment Manager	Grade:
Directorate:	Housing Quality & investment	Division: Stock Investment & Asset Management (SIAM)

---

#### Main Purpose of the job:

To inspect public sector accommodation and determine the physical condition of our properties and assets to create comprehensive inventories, identifying maintenance requirements, assist in preparing capital programme and assist in providing technical support to the Housing Quality and Investment Team.

Assessing property suitability to be leased to the council to accommodate homeless families. To provide technical support to the temporary accommodation service and prepare the hostels capital programme.

This role is crucial for ensuring properties meet standards and for planning repairs and investment programmes.

---

#### Summary of Responsibilities and Personal Duties:

1. Conduct condition inspections of council housing properties and other housing assets, ensuring all findings are accurately recorded in the Asset Management system.
2. Conduct comprehensive condition surveys using the designated systems to ensure the Council maintains accurate, high-quality data on the state of its housing and other assets.
3. Record the data information to support repairs, planned maintenance, risk management, and long-term asset planning, ensuring efficiency and compliance.
4. Engage with residents to coordinate and schedule inspection appointments, ensuring a seamless and efficient process. Maintain the highest standards of customer service, fostering clear communication, professionalism, and responsiveness in all resident interactions.
5. Ensure that all Housing Health and Safety Rating System (HHSRS) assessments are accurately recorded, reported, and escalated as required, in accordance with their respective risk categories.
6. To develop and monitor the HRA capital and planned maintenance programme, to complete all Project Implementation documentation.
7. To make technical recommendations to the Housing Quality & Investment Team.
8. Carry out inspections of properties and communal areas for inclusion in the leasing scheme.
9. Carry out inspections of dwellings and advice on methods of repairs and adaptation and to provide technical temporary accommodation team regarding repairs and maintenance of stock.
10. Issue works orders and ensure efficient cost control Carry out supervision of all works as they proceed and on completion and instruct contractors to remedy any defects as appropriate.
11. Carry out specialist research and analytical duties as required. Make recommendations on appropriate courses of action.
12. Carry out duties of the Council under delegated authority or as assigned.

13. Make full use of available technology, including the use of specialised technical equipment where applicable.
14. Prepare statements of evidence and associated documentation and attend court, public enquiries, etc to give evidence on the Council's behalf where necessary.
15. Keep abreast of current legislation, technical knowledge and new developments. Assist with the establishment of technical standards and working methods.
16. To ensure all works carried out are in compliance with the contract/procurement criteria, specification and standing orders of the Council and Health and Safety at Work Regulations.
17. To investigate claims of damage to PSL property by owners/outside agencies, produce reports together with specifications of repairs and estimate of costs. To carry out negotiations with lessors and/or their agents and to supervise remedial works for their properties.
18. To determine responsibility for repairs in accordance with the PSL lease. To prepare estimates of cost of works for owners where required.
19. Flexibility: The over-riding need is to provide an effective and economic organisation that is always responsive to the Councils' and customers' needs. The post-holder will be expected to take a flexible approach to all duties and to assist in covering for all aspects of work throughout the housing service as required to promote the general wellbeing of the service.

Internal Contacts: These include

External Contacts: This will include

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

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development 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: 0

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

## PERSON SPECIFICATION

**JOB TITLE:** Technical Inspector

**POST NO:**

**DEPARTMENT:** Housing Quality & Investment

**GRADE:** PO2

### 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, but 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.

### **Equality & Diversity**

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	<b>S</b>
Understanding of how equality and diversity relates to this post	<b>S</b>

### **Knowledge**

Recognised technical qualifications (building surveying, or other related discipline)	<b>S</b>
Knowledge of building construction and practice	<b>S</b>
Knowledge of practical building repairs	<b>S</b>
Knowledge of performance management issues	<b>S</b>
Knowledge of relevant Health and Safety legislation	<b>S</b>

### **Aptitude**

#### **Skills**

(Skills can only be used as shortlisting criteria if the skill is to be tested)

(To Be Tested – S)

Sensitive to the differing needs of all tenants

Ability to communicate technical and policy matters.

Excellent negotiation skills.

Ability to investigate technical aspects of housing maintenance and specify correct remedial action.

Ability to write reports.

Ability to ensure work done complies with specifications, standing orders and safety regulations.

Ability to establish causes of problems and to identify remedies in an analytical way.

Ability to prioritise the workload and ensure immediate problems are speedily processed

Level of numerical and verbal skills sufficient to enable postholders to undertake duties of the post

### **Experience**

Practical experience of providing residential valuations and surveying **S**

Considerable experience of identifying faults in buildings and preparing specifications for repair.

Substantial experience of identifying faults in buildings and preparing specifications for repair. **S**

Experience of working within a team and providing advice and support to other team members.

Experience of negotiating with private landlords and external contractors. **S**

Experience of managing and controlling budgets **S**

### **General Education**

### **Personal Qualities**

Ability to visit and gain access to awkward places.

Commitment to the promotion of equal opportunities

Able to use technology for the above duties.

To carry out duties at any location as required.

To carry out any other duties that will assist in meeting the targets of the service unit.

### **Circumstances**

**DBS Disclosure Required?**    **No**    ☐    **Basic**    ☒    **Enhanced**    ☐

(Tick as appropriate – guidance available from your HR Advisor)

### **Physical**

Generally, candidates must meet the standard Lewisham requirements for the post