

## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Maintenance Surveyor
<b>Service / Department:</b>	Asset Management
<b>Reports To:</b>	Head of Asset Management
<b>Responsible For:</b>	n/a
<b>DBS Check:</b>	Enhanced with Adult and Child

### Job Purpose:

At Salvation Army Homes, we are dedicated to providing comprehensive, good quality housing services, support and resettlement.

The Assistant Maintenance Surveyor will support the delivery of our asset management strategy across the region, ensuring properties are maintained to the highest standards and aligned with long-term investment plans. This role provides technical and operational support, contributing to compliance, sustainability, capital investment and customer satisfaction.

### Main Duties and Responsibilities:

- Manage the Multi Skilled Operative (MSO) for the region.
- Assist in the delivery of asset management programmes, including planned maintenance, repairs, compliance and capital investment projects.
- Conduct property inspections and surveys to assess condition, identify defects, and support lifecycle planning.
- Ensure compliance with housing standards and building regulations.
- Flexibility in travel around the region to manage staff and support staff and managers across all assets
- Contribute to the preparation of technical reports, investment appraisals, and asset performance reviews including responsibility for pre/post inspection of void works.
- Liaise with contractors and consultants to ensure works are delivered to specification, on time, and in compliance with health and safety standards.
- Support monitoring of budgets and expenditure for asset-related projects, ensuring financial probity and value for money to include auditing SOR contractor invoices.
- Assist in implementing sustainability initiatives, including energy efficiency upgrades
- Work collaboratively with housing, repairs, and compliance teams to deliver a joined-up service, including advice on defects diagnosis, and remedial solutions
- Respond to internal and external queries regarding asset condition and planned works.
- Liaison with third party agencies including The Salvation Army and our diverse client group which includes a large, supported housing stock with vulnerable residents and General needs.
- Stock Numbers
  - North Area/Midlands- 639 units
    - 533 GN and over 55's and 106 Supported
  - London & SE – 588 units
    - 506 GN and over 55's and 82 Supported
  - Southwest – 241 units

- 186 GN and 55 Supported

**Related Activities:**

- Participate in essential training, role related training and to work in accordance with relevant Salvation Army Homes' regulations including, for example the Code of Conduct, Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Information Security.
- Fulfil the role by being adaptable and flexible to the overall activity that is necessary to be successful and effective.
- Fully align with Salvation Army Homes' values and behaviours and to adopt an 'advantaged thinking' perspective through language, conduct and behaviour.

## PERSON SPECIFICATION

### Qualifications and Memberships:

Essential:

- Degree or HNC/HND in Building Surveying, Construction, or related field.

### Experience and Interests:

Essential:

- Experience in property surveying, inspections, or asset data collection.
- Strong organizational and communication skills.
- Ability to interpret technical information and produce clear reports.
- Understanding of housing standards, building regulations, and health & safety requirements.  
In person visits and meetings are essential
- Awareness that travel requirements are a normal expectation.
- Be aware that working from home is not the norm.

Desirable:

- Working towards professional membership (e.g., RICS, CIOB).
- Experience in social housing or public sector asset management.
- Familiarity with asset management software and data analysis tools.

### Values and Behaviours:

To be successful in this job you need to be fully aligned with our values and behaviours, along with working as part of #OneTeam, helping Salvation Army Homes achieve our mission. Our values and behaviours mean a lot to us. They help define how we should all work, what we're here for and this helps us to stand out from other providers and employers.

**S**

**Servant Leadership** — we help people thrive

Have we given our audience everything they need to succeed in their next step?

**P**

**Passion** — we love our work

Have we spoken boldly and with confidence?  
Have we spoken out rather than stayed silent?

**I**

**Inclusion** — this is a team effort

Have we kept our communication simple and to the point? Have we used clear, accessible English?

**R**

**Respect** — we show respect for all

Have we given our audience credit for their intelligence? Have we advocated for our residents?

**E**

**Empowerment** — we have trust

Have we given the right context to our message?  
Has our communication been story-driven?