



**Arcon Housing Association Limited**  
12 Lloyd Street  
Manchester  
www.arcon.org.uk  
**Telephone** 0161 214 4120  
**Fax** 0161 214 4121  
**email:** david.lovelady@arcon.org.uk

Our Ref : JB/KM-001

Your Ref:

Our Ref : JB/km

Dear Sir/Madam

**Building Surveyor Vacancy**

Thank you for your interest in Arcon Housing Association and I am pleased to enclose your recruitment pack which comprises:-

- (1) Application form and Equal Opportunities Monitoring Form.
- (2) Job Description.
- (3) Person Specification
- (4) Statement of Association's Values and Objectives.
- (5) Organisation structure.

Please complete and return the application form to the address above by no later than the closing date of **24th November 2014**. You are advised to complete the application form in full, clearly addressing all of the areas described in the Job Description and Person Specification.

Once your completed application form has been received, we will write to you again after shortlisting has taken place. For any further information please contact Karen Moore at the address above.

I look forward to receiving your completed application.

Yours sincerely,

Jim Bradley

J.Bradley, Property Director  
Encs.



**Arcon Housing Association Ltd**  
12 Lloyd Street  
Manchester  
M2 5ND

**Tel :** 0161 214 4120  
**Fax :** 0161 214 4121  
**Email** enquiries@arcon.org.uk

|                             |
|-----------------------------|
| REF NO<br>(Office use only) |
|-----------------------------|

# APPLICATION FORM

**APPLICATION FOR THE POSITION OF :**

## **PERSONAL DETAILS**

Surname: \_\_\_\_\_

Other Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone No (Home): \_\_\_\_\_ Work: \_\_\_\_\_

May we telephone you at work? \_\_\_\_\_

Do you hold a valid driving licence? \_\_\_\_\_

## **MEDICAL DETAILS**

Do you suffer from any illness which may affect your work? \_\_\_\_\_

If Yes, please give details: \_\_\_\_\_

If you have a disability please tell us about any adjustments we may need to make to assist you at interview \_\_\_\_\_

**EDUCATION AND QUALIFICATIONS**

Please give details of secondary/further education:

| School/College/University |  | Examinations passed |
|---------------------------|--|---------------------|
|                           |  |                     |

Please give details of any further qualifications obtained and/or other relevant training:

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**EMPLOYMENT EXPERIENCE**

Please give details of your current employment :

Name of Employer : \_\_\_\_\_

Address : \_\_\_\_\_

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Date Employment Commenced ..... / ..... / .....      Current Salary: \_\_\_\_\_

Present Position : \_\_\_\_\_

Please give a brief description of the job and your responsibilities. Please give your reasons for seeking new employment: (Please continue on a separate sheet if necessary)

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**EMPLOYMENT EXPERIENCE (Continued)**

Please give details of previous employment, placement or relevant voluntary work, commencing with most recent :

| <b>Name and Address of Employer</b> | <b>Position Held</b> | <b>From/To</b> | <b>Brief description of your duties and reason for leaving</b> |
|-------------------------------------|----------------------|----------------|--|
|                                     |                      |                |  |
|                                     |                      |                |  |
|                                     |                      |                |  |
|                                     |                      |                |  |

(Please continue on a separate sheet if necessary)

**FURTHER INFORMATION**

Please give any further relevant information, including why you are interested in this position and the qualities you feel you can bring to the job. Please describe any voluntary activities that might be relevant to your application.

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(Please continue on a separate sheet if necessary)

**AVAILABILITY**

Please give any times when you are not available for interview:

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When would you be able to take up a new appointment?

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**REFEREES :**

Please give details of two referees (one should be your present or latest employer). References will not be taken up until an offer of employment is being considered.

NAME : \_\_\_\_\_

NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

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OCCUPATION : \_\_\_\_\_

OCCUPATION : \_\_\_\_\_

TEL NO : \_\_\_\_\_

TEL NO : \_\_\_\_\_

I declare that the information contained in this application is correct.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

Where did you see/hear of this vacancy? \_\_\_\_\_



## EQUAL OPPORTUNITY IN EMPLOYMENT QUESTIONNAIRE

The Association would be grateful if you could insert the relevant code number in the following box and return the form to  
Arcon Housing Association Ltd, 12 Lloyd St, Manchester M1 5ND

|                      |
|----------------------|
| <b>Ethnic Origin</b> |
|                      |

| CLASSIFICATION 1                     | CLASSIFICATION          | CODE |
|--------------------------------------|-------------------------|------|
| <b>WHITE</b>                         | British                 | 1    |
|                                      | Irish                   | 2    |
|                                      | Other                   | 3    |
| <b>MIXED</b>                         | White & Black Caribbean | 4    |
|                                      | White & Black African   | 5    |
|                                      | White & Asian           | 6    |
|                                      | Other                   | 7    |
| <b>ASIAN OR ASIAN BRITISH</b>        | Indian                  | 8    |
|                                      | Pakistani               | 9    |
|                                      | Bangladeshi             | 10   |
|                                      | Other                   | 11   |
| <b>BLACK OR BLACK BRITISH</b>        | Caribbean               | 12   |
|                                      | African                 | 13   |
|                                      | Other                   | 14   |
| <b>CHINESE OR OTHER ETHNIC GROUP</b> | Chinese                 | 15   |
|                                      | Other                   | 16   |

Do you consider yourself to be disabled?    Yes        No      
 If you have stated yes, please give further details of your disabilities and any specific arrangements you may require

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## ARCON HOUSING ASSOCIATION LIMITED

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|-------------------------|--|
| <b>Job Description:</b> | <b>Building Surveyor</b>   |
| <b>Accountable to:</b>  | Property Director.   |
| <b>Responsible for:</b> | Staff involved in repairs and the administration of the maintenance function.  |
| <b>Purpose of job:</b>  | To assist the Property Director in the efficient and effective management of the maintenance service and carrying out surveying functions. |
| <b>Key Areas:</b>       |  |

1. **Response and void repairs**
  - A. To ensure that the response repairs service is operating in a way that meets the Association's customer and statutory obligations and also achieves the aims and objectives of delivering the highest quality service within budgetary provisions.
  - B. To supervise all Maintenance staff to ensure that they respond promptly and accurately to repair requests, raising orders, carrying out pre-inspections and work within approved targets and priorities.
  - C. To ensure that all tenants queries, requests and complaints are dealt with accurately sympathetically and promptly.
  - D. To ensure void units are inspected and specifications of repairs to put the unit into tenable condition are prepared with minimum delay as set out in the voids procedure.
  - E. To ensure that the recharged repairs system operates efficiently
  - F. To ensure that all elements of work are completed in line with health and safety requirements and method statements and risk assessments are sought from approved contractors where appropriate
  
2. **Cyclical & Major Repairs and Surveying**
  - A. To co-ordinate and supervise the prepaint repairs

and redecoration programmes, prepare specifications and tender documents, supervise and approve works in accordance with the Association's policies and procedures for cyclical maintenance.

- B. To be responsible for and prepare plans, specifications and tender documents for the major repair programme.
- C. To survey the Association's property portfolio in order to assist the Property Director in the preparing and maintaining of the stock condition survey and planned maintenance programme.
- D. To act, where appropriate, as CDM coordinator on behalf of the association, by collating information on health and safety and completing and submitting relevant documentation to the regulatory body
- E. To assist the PD in formulating the associations Asset Management Plan and updating regularly.
- F. To assist the PD in developing cashflow forecasts for planned works and keeping these up to date on a regular basis.
- G. Act as Contract Administrator on the associations Planned Maintenance contracts of various sizes and durations, including authorising payments, adjustments of completions and variations.
- H. Be the associations contact for Specialist Schemes. This includes pre-acquisition work, preparing feasibilities and design and Contract Management for extensions, alterations and refurbishments.

### **3. Development**

- A. To be responsible for the Site Clearance and demolition of development sites and buildings. Ensure compliance with all Health and Safety legislation, Control of Asbestos and Service disconnections. Manage contracts on site and attend and run site meetings as required.
- B. To actively contribute to the associations design guide for new developments and consult with appointed professionals.



- C. To carry out any other duties as directed by the PD to assist with the associations development programme.

**4. General**

- A. To ensure the contractor's work on site is properly supervised and that the quality of work and response times meet the required standard.
- B. To ensure that invoices are checked and authorised within procedures and that any queries are followed up promptly.
- C. To assist the Property Director in ensuring that the Association meets gas safety, asbestos, legionella and fire safety regulations.
- D. To be responsible for and prepare plans, specifications and tender documents for contracts involving adaptations and extensions.
- E. To liaise with the Housing Management Department to ensure that tenants receive a high quality service and attend and participate in joint department meetings.
- F. To review the Maintenance Department's IT and other systems to ensure relevant management information is being produced.
- G. To attend to correspondence and reports relating to the repairs service.
- H. To keep up to date on technical matters, building materials, contractual issues etc.
- I. To assist in the annual review of the approved schedule of maintenance contractors.
- J. To act in accordance with the quality management system procedures and ensure that working practices are continually reviewed and improved where possible.
- K. To seek to minimise the costs of repair service whilst maintaining satisfactory quality standards.
- L. To ensure proper compliance by all involved with

all Health and Safety legislation with particular reference to the Association's Health and Safety policy.

- M. Attending and participating in management review and maintenance department meetings and any others as instructed by SMD.
- N. To ensure that supervised staff follow the Association's Equal Opportunities Policy.
- O. To carry out any duties as instructed by the Property Director.

It is a specific requirement of the Association that all staff at all levels show considerable flexibility and adaptability in fulfilling their job description, promote the Association's equal opportunities policy, and are aware of other policies and procedures set by the Association.

**Person Specification**

**Building Surveyor - Maintenance Department**

| <b>Education &amp; Qualifications</b>  | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
|--|------------------|------------------|
| Good standard of general education   | X                |                  |
| Construction related degree, HND or HNC or equivalent in construction based discipline   | x                |                  |
| Trade qualification in a construction related discipline   |                  | X                |
| Member or Associate of the Chartered Institute of Building or RICS   |                  | X                |
| <b>Experience</b>  |                  |                  |
| At least three years' experience as a building surveyor  | X                |                  |
| Experience within a construction, maintenance or social housing environment  | X                |                  |
| Experience of working in a customer focused environment  | X                |                  |
| Experience of working in a property related environment  | X                |                  |
| Experience of managing contractors on site   | X                |                  |
| Thorough understanding of all Health and Safety issues appertaining to the construction industry   | X                |                  |
| Ability to develop contract documentation for planned maintenance works  | X                |                  |
| Ability to assist in the development of specifications that support the asset management strategy  | X                |                  |
| A working knowledge of tender documentation and procedures for dealing with maintenance and major works contracts  | X                |                  |
| The ability to undertake site surveys and inspections, identify, analyse and diagnose fabric defects. Produce cost effective practical solutions and present these appropriately   | X                |                  |
| Experience of working to targets and managing budgets  | X                |                  |
| Experience of ensuring a quality end product on completion of all improvement programmes   | X                |                  |
| An understanding of sustainable methods within construction  |                  | X                |
| <b>Skills/ Knowledge</b>   |                  |                  |
| Ability to use Microsoft Office with strong keyboard skills, particularly Word, Excel and Outlook  | X                |                  |
| Strong verbal, written and numeracy skills   | X                |                  |
| The ability to, monitor and control allocated budgets and feedback on position   | X                |                  |
| The ability to produce practical cost effective solutions to complex problems within the built environment and give reasonable explanation of technical information.   | X                |                  |
| The ability to use computerised systems and embrace new technology.  | X                |                  |
| The ability to use AutoCAD and produce working drawings for planned maintenance  |                  | X                |
| The ability to communicate: a) Written: high quality technical and non-technical reports and drawings. b) Letters and minutes in a diplomatic and understanding manner. c) Verbal: communication with Constructors, suppliers, managers, governors, internal and external customers. | X                |                  |
| An ability to manage and prioritise workload   | X                |                  |
| Able to work on own and as part of team  | X                |                  |
| Problem solving skills   | X                |                  |
| Willing to assist other departments, as required   | X                |                  |
| Enthusiasm and Self- motivation  | X                |                  |
| Ability to demonstrate "value for Money"   | X                |                  |
| A knowledge of "retrofit solutions" for reduction of energy use  |                  | X                |
| <b>Other relevant factors</b>  |                  |                  |
| Commitment to Equality of Opportunity  | X                |                  |
| Willing to take responsibility for own training and development.   |                  | X                |



## VALUES & OBJECTIVES

Arcon Housing Association seeks to provide homes for those in housing need where they may live with pride and dignity.

Our aim is to provide a quality housing management service by ensuring that our properties are well maintained, that empty properties are re-let without delay and that the rent is paid promptly. This ensures that our tenants have a quality home and that the Association sustains its investment in the future.

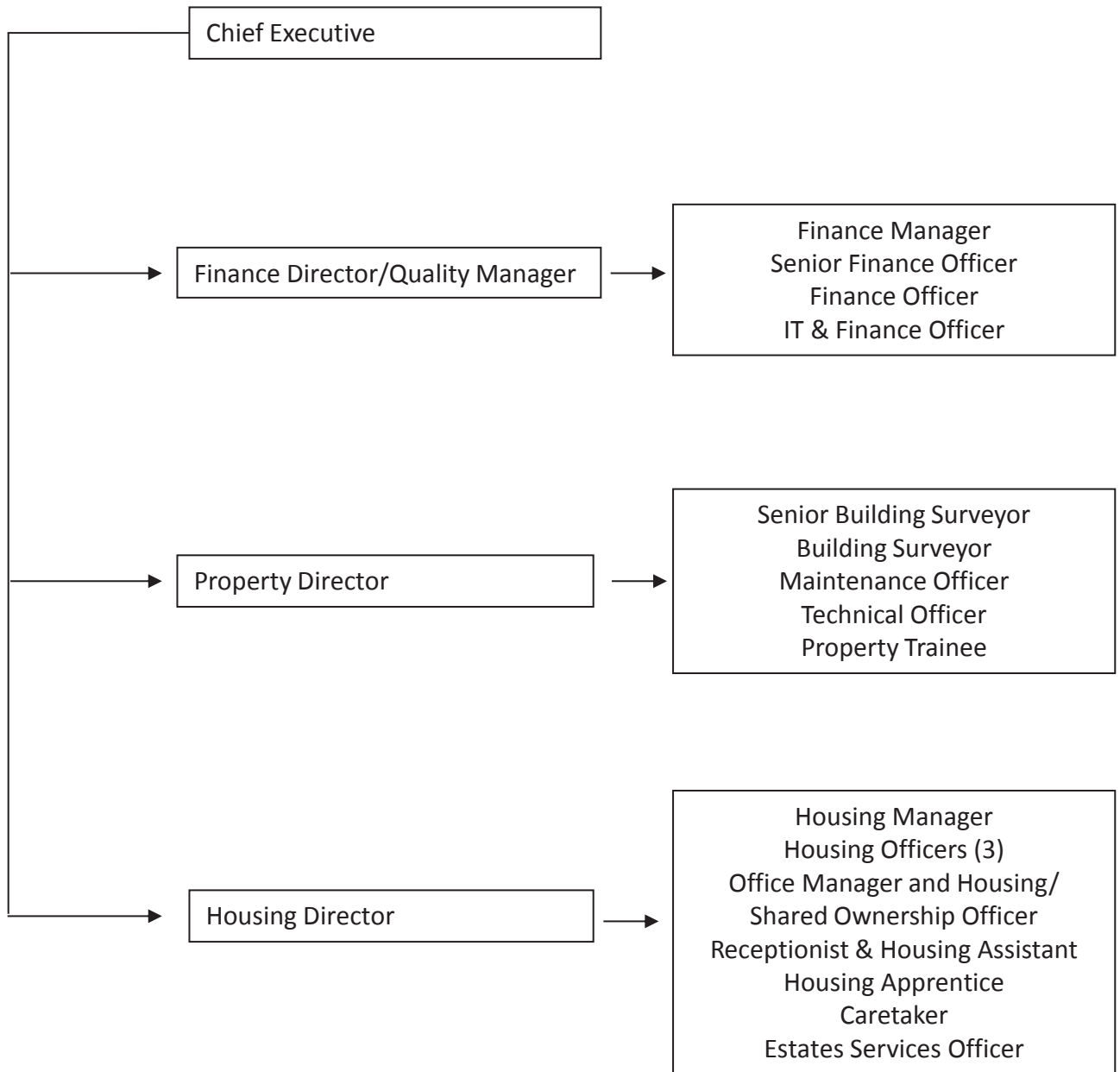
With these values in mind, the Board has set the following strategic objectives:-

- Housing people in housing need in liaison with local authorities, care providers and other agencies
- Maintaining and investing in properties to achieve the highest standards
- Keeping rents and other housing costs for those in housing need at affordable levels
- Maximising rent collection and minimising rent losses through properties being void
- Investing in new sustainable developments and business opportunities
- Improving and enhancing the quality of service delivery whilst maintaining a strong financial position and delivering value for money
- Ensuring the effectiveness of resident scrutiny and resident involvement in decisions that affect their homes
- Investing in communities, neighbourhoods and people and promoting good relations with suppliers, contractors, agents, local authorities and other partners
- Ensuring the continued committed involvement of well trained, skilled and experienced Board and Committee members and staff



# ARCON HOUSING ASSOCIATION LTD

## Staff Structure 2014



Business Development  
- Consultancy  
provided by Davanport Ltd

IT support  
- Consultancy  
provided by  
JM Computing Ltd

Quality & Health & Safety  
- Consultancy  
provided by  
Productivity Management Services Ltd