

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Maintenance Surveyor
Department:	Property
Reports to:	Senior Maintenance Surveyor
Key working relationships:	Church House departments and teams Clergy, Parish officers and PCCs Palace Staff
Place of work	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

1.0 Main purpose of job

To be responsible for the day-to-day management and maintenance of the diocesan property portfolio predominately in the west of the Diocese of Chichester (West Sussex).

2.0. Principal Duties

- 2.1. To contribute to the smooth running of the Property team.
- 2.2. To manage, within agreed guidelines, the maintenance of houses and other diocesan property to the west of the Diocese of Chichester.
- 2.3. To diagnose property defects in a systematic manner, analyse alternative remedial measures, and implement the most effective solution within the parameters of agreed budgets. Including inspecting works, raising necessary works orders and processing of contractor invoices in line with Diocesan audit processes.
- 2.4. To work in conjunction with residents, other staff members, surveyors and contractors, as required to resolve complex repair or major works related queries or complaints within occupied homes. Respond to and provide updates to residents as applicable on matters being investigated.

- 2.5. Instruct and manage as applicable relevant consultants/surveys. As applicable, ensure the consultant has sufficient background information and is fully briefed as to the term of their appointment including relevant timescales.
- 2.6. To assist the Senior Maintenance Surveyor in managing the quinquennial repair and improvement contracts.
- 2.7. To assist in preparing properties ready for occupation by clergy to agreed timescales.
- 2.8. Agree and sign off applications for payment having checked costs, variation orders and extra work orders submitted by service providers in accordance with the pre-agreed schedule of rates costs, or tender rates as applicable.
- 2.9. To take responsibility for the five-year periodic electrical testing regime. Producing the testing programme each year for houses across the whole Diocese and delegating work to other members of staff as appropriate.
- 2.10. To assist in the management of void (empty) properties.
- 2.11. To understand and work within the organisational environment of the Church of England, applying codes of practice where appropriate.
- 2.12. To undertake any other reasonable tasks as requested by the line manager.

3. General responsibilities

- 3.1. The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 3.2. The post holder is required to:
 - support the ethos, aims and objectives of Christianity, the Church of England and the diocese;
 - keep up to date with developments in their area of work;
 - participate in performance management process;
 - engage in training and continuous professional development activities.
- 3.3. The post holder may be required to work outside normal office hours including occasional evening meetings and weekend working, subject to time of in lieu.
- 3.4. The postholder will be required to maintain a valid driving licence and properly insured and taxed roadworthy vehicle to facilitate survey visits.

- 3.5. The post holder will be required to drive and will predominately work and operate in the west of the Diocese (West Sussex) but may be required to cover works in the eastern area.
- 3.6. This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment to meet the changing needs of the diocese, following appropriate consultation.

Terms and Conditions

Hours of work: this role is employed full time 37.5 hours per week by Chichester Diocesan Fund and Board of Finance.

Probation: The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by three months' notice on either side.

DBS disclosure: The appointment is subject to enhanced DBS disclosure.

Salary: The post is offered at £41,000 per annum

Pension: The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%.

Place of work: The post is based at Church House, Hove with the option to apply to use the diocesan remote working policy for part of the week.

Travel and evening work: The post will involve travel around the west of the Diocese.

Annual leave: An entitlement of 28 days of annual leave (of which 3 days must be used between Christmas and New Year), plus bank holidays and an additional 2 privilege days leave per year.

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications	A construction related qualification (e.g HND in construction) or relevant construction related experience	√	
	A valid driving licence	√	
Knowledge and Experience	Strong technical knowledge of construction and maintenance works within a housing setting	√	
	Experience of delivering a customer focused service	√	
	Knowledge and experience of writing reports and developing schedules of works	√	
	Experience of engaging with residents and providing support to the delivery of works	√	
Skills and Abilities	IT literate with the ability to use MS office suite and database systems	√	
	Good interpersonal and communications skills.	√	
	Organised with the ability to work with minimal supervision	√	
	Ability to prioritise work and manage competing deadlines	√	

Criteria		Essential	Desirable
Personal Qualities	Strong team player, who will work collaboratively with colleagues and stakeholders	√	
	Ability to take the initiative within the scope of the role.	√	
	Reliable, honest and trustworthy.	√	
	Sympathy with the aims and objectives of the Church of England.	√	