

## JOB DESCRIPTION FOR: DIOCESAN HOUSING SURVEYOR

<b>Location:</b>	Coventry Diocesan Offices with travelling across Coventry and Warwickshire, and occasionally nationally, as required.
<b>Responsible to:</b>	Property Manager
<b>Salary:</b>	£22,841.40 per annum for 21 hours per week (based on qualifications and experience) for a 0.6 post (£38,069.00 pro rata) plus 8.5% Employer Pension Contributions, Life Assurance, Rewards & Recognition Package, pro rata entitlement of 25 days annual leave, 8 days bank holiday, and 3 Diocesan Days at Christmas
<b>Hours:</b>	Part-Time – 21 hours per week (3 days). As this is a new role within the Diocese, working hours and days to be agreed to meet the requirements of the role. Some evening and weekend work may be required.

### Equality, Diversity and Inclusion Statement

In the Diocesan offices we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the Diocese of Coventry. We expect all employees to promote and model equality, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations as written in Galatians 3:28 which says, "There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus".

If you have a disability or long-term illness that you feel prevents you from meeting any of the essential criteria, please contact us to discuss what reasonable adjustments we can make for you.

As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

All employees undertake mandatory Equality, Diversity and Inclusion training during their employment with us.

### Role Profile:

To work alongside the Diocesan Property Manager, and with the support of the Property Officer, to assist in the management of the Clergy Housing stock comprising some 160 houses across Coventry and Warwickshire.

The Housing Surveyor role is primarily to inspect clergy housing, to specify programmes of work covering their maintenance, repair and refurbishment, appoint and manage contractors, and deliver works projects on time and within budget. Projects can range from £1,000 to £50,000 in value.

To maintain our approved contractors' database and ensure compliance with health and safety and industry best practice. To provide support to the Property Team when required.

To align with the aims and purposes of the Diocese of Coventry

### **Main Activities and Responsibilities:**

- Inspect Clergy houses and assess repairs and improvements necessary in compliance with Coventry Diocese Clergy Housing Standards.
- Responsible for managing, coordinating (this includes promptly responding to queries and keeping all relevant parties updated) repairs and works on the properties, that form part of our portfolio of properties.
- Implement the recommendations of the Quinquennial Inspections (including net zero improvement works).
- Arrange Interregnum Inspections and implement the required works (including net zero improvement works) with the agreement of the Property Manager, liaise with the Diocese external surveyor when required.
- Responsible for managing the implementation of the net zero project works including arranging and coordinating the net zero pilot works projects.
- Assist with the management of the Glebe portfolio of properties and land.
- Work with qualified contractors to manage and monitor trees within the demised properties grounds, arrange tree surveys and instruct the recommended works when required.
- Responsible for reactive repairs and ensure PPM works are undertaken and completed in accordance with the Housing Standards.
- Prepare schedules of work and cost budgets, agree these with the Property Manager before tendering to approved contractors.
- Responsible for managing and inspecting works on site to ensure works are delivered to a high standard, on time and within budget.
- Responsible for providing prompt responses to queries from clergy, in relation to works and repairs.
- Deal with adhoc repairs and works undertaken in connection with insurance claims, involving in-house or external consultants as required.
- Forge good working relationships with Clergy, DBF staff and contractors.
- To ensure the policy of Best Practice is adhered to at all times.
- To ensure compliance with legal requirements.
- To ensure that all work is carried out competently and in accordance with instructions.
- Work closely with the other members of the Property Team to ensure continued high levels of service to the Clergy and provide cover during holidays etc.
- When required assist with the property purchase or rental procurement process.
- To effectively work the Property Management System; maintain databases and manual records relating to the various properties. Furthermore, assist with the implementation of the DBF new housing IT system.

### **Key Relationships:**

The post holder is line-managed by the Property Manager.

The role involves relationships with a range of people:

- Diocesan Secretary
- Director of Operations
- Archdeacons
- Chair of the Board of Finance
- Director of Finance
- Property Team and Diocesan Surveyors
- Clergy and Churchwardens
- External Agents and Contractors

The post holder will be employed by the Coventry Diocesan Board of Finance Limited.

### **Training, Monitoring and Evaluation:**

The post holder will participate in reviews of progress every 6 months and an annual review as a member of Diocesan Staff.

All employees are expected to undertake mandatory training including Equality & Diversity, Unconscious Bias, GDPR, Internet Security, plus other training that is identified during the course of employment.

## Person Specification

This section details the attributes which are required in order to undertake the full remit of this post.

AF=Application Form; Int = Interview; Test=Written and Verbal Test

Attributes	Essential	Desirable	Means of Assessment
<b>Qualifications</b>			
Degree Level or relevant experience commensurate to the role	√		AF
Relevant Professional Qualification (MCIOB, MRICS)		√	AF
Evidence for continuing professional development		√	AF
Driving License with access to own car	√		AF
<b>Experience</b>			
Previous experience of managing small works contracts	√		AF
Working knowledge of residential building defects and their resolution	√		AF/I
Proven awareness of health and safety with regard to building management and works contracts	√		AF/I
Being responsible for the day-to-day maintenance of properties whilst remaining within budgetary and time constraints	√		AF/I
Experience of developing and delivering property planned maintenance and improvement programmes		√	AF/I
Experience of commissioning and managing external agents and contractors.		√	AF/I
Experience of using a modern Property Management software package		√	AF/I
<b>Skills/Abilities</b>			
Excellent organisational and administrative skills with the ability to work accurately and with attention to detail	√		AF, I, T
Strong knowledge and understanding of health and safety legislation and procurement processes.	√		AF, I
Proven record of IT skills and knowledge of Microsoft Office, including Word, Excel, PowerPoint, Outlook or Property Management Systems	√		AF, I, T
Have a proactive approach, being able to plan ahead anticipate any problems, and prepare for best- and worst-case scenarios	√		AF, I
Able to secure, build and maintain good working relationships with all stakeholders, contacts, and colleagues	√		AF, I
Ability to deal sensitively and appropriately with confidential information	√		AF, I
A good working knowledge of the Church of England, it's approaches and structures		√	AF

Personal Qualities			
Professional, friendly, and approachable, including when under pressure	√		AF, I
A positive and constructive attitude with a collaborative working style. Conscientious, diligent, hard-working, and flexible	√		AF, I
Confident working in a team but also independently with minimal supervision	√		AF, I
Results focused with the commitment to achieving goals within set time frames and within budget	√		AF, I
Supportive of the mission and ministry of the Church of England and the Diocese of Coventry mission purpose statement	√		AF
Be Supportive of and live out our values at work:  <b>Community:</b> To have a sense of togetherness and common purpose, with room for differences  <b>Christ-like:</b> To show humility and love for one another, to be welcoming and to have grace and patience  <b>Integrity:</b> To be genuine, authentic and honest, and value each other  <b>Service:</b> To recognise people's needs, give without expectation and use our gifts for each other	√		AF/I

"There is no Occupational requirement for the successful applicant to be a Christian. We welcome applications from all candidates regardless of faith or belief system"

If you have a disability or long-term illness that otherwise prevents you from meeting any of these criteria, please contact us to discuss what reasonable adjustments we can make for you.

It is a condition of any offer of employment we make to you that you have, or gain, permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted

For more information, including job and person specification, and application form, please see <https://coventry.anglican.org/about/vacancies/>

or contact the Property Manager, Nigel Campbell, [Nigel.Campbell@Coventry.Anglican.org](mailto:Nigel.Campbell@Coventry.Anglican.org) or 07958 623132.

Closing date for applications: 9<sup>th</sup> January 2024  
Interviews on the following date: 25<sup>th</sup> January 2024

Please send completed application forms to:  
Email: [Simone.Smith@Coventry.Anglican.org](mailto:Simone.Smith@Coventry.Anglican.org)

or

Post: Simone Smith, Cathedral & Diocesan Offices, 1 Hill Top, Coventry CV1 5AB.