



ASSET SURVEYOR – PLANNED WORKS

Recruitment pack

Homes in Somerset

Bridgwater House, Kings Square,
Bridgwater, TA6 3AR

Phone: 0800 585 360

Email: jobs@homesinsomerset.org



Penlea House Development



Woolavington Estate Walkabout



Carrots Farm Handover



Highbridge Estate Walkabout



West Bow House Customers



2024 Garden Competition

Welcome to Homes in Somerset

Dear Applicant,

Thank you for your interest in working with us at Homes in Somerset. This is a great opportunity for an outstanding professional to join us at an exciting time.

You will be responsible for contract managing the delivery of the investment programme/planned works and for providing technical advice relating to operational asset management of the property portfolio, seeking out opportunities for maximising the return on assets and the cost-effective planned maintenance programmes.

The successful candidate will be joining an organisation committed to colleague engagement, where every colleague is valued and heard. We can offer you excellent professional development, training, and support to enable you to achieve your full potential.

If this role excites you and you are keen to join a passionate team of people working for our customers and a leading Arm's Length Management Organisation (ALMO) then we look forward to hearing from you.

Within this pack are all the details about the role and the recruitment process and key dates. However, if you require any further information or would like to discuss the role with our Chief Executive, Peter Hatch, please contact us by emailing Jobs@homesinsomerset.org.

We look forward to receiving your application.

With best wishes,

Julia Paling

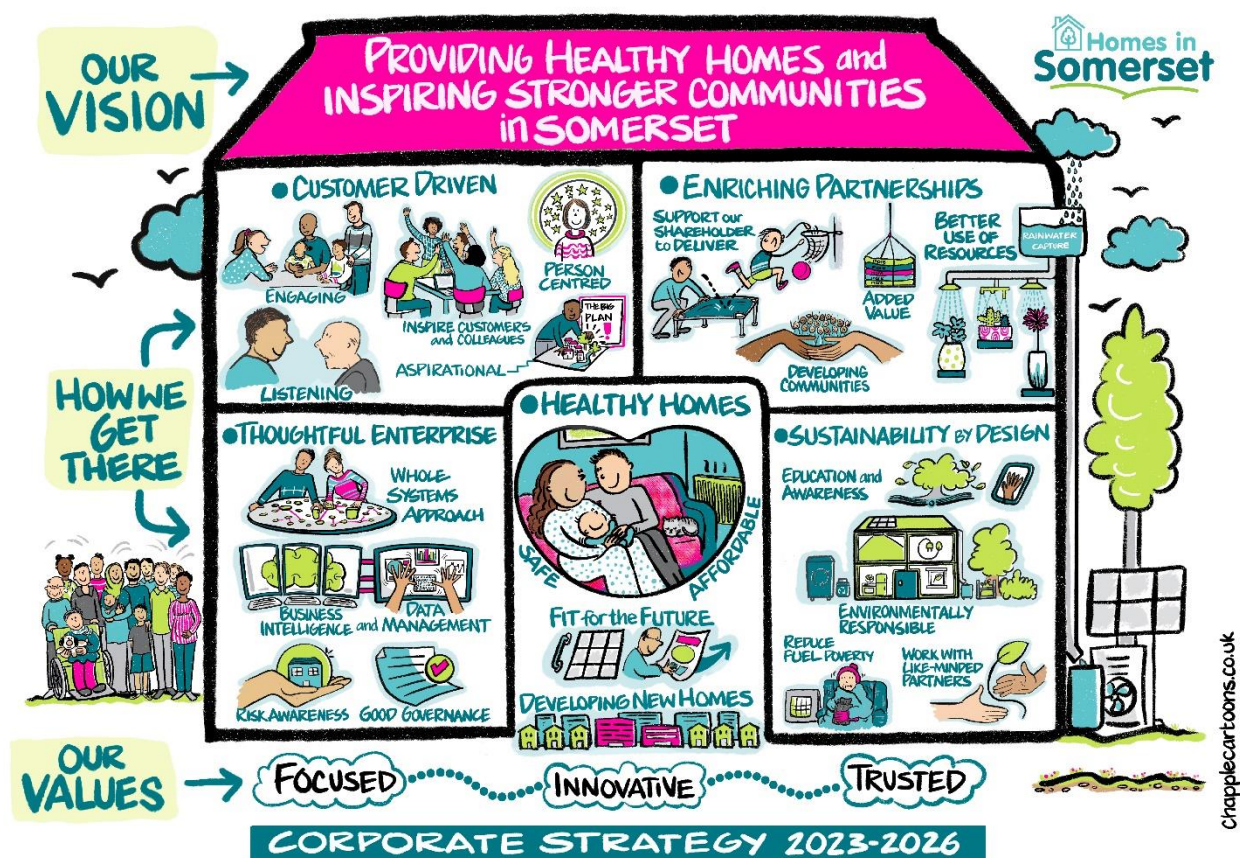
Head of People & Communications

About Homes in Somerset

Here at Homes in Somerset, our customers are at the heart of everything we do. We are one of the largest housing providers in Somerset, managing more than 4,000 properties on behalf of Somerset Council. We ensure good quality and safe homes are provided to the people who need them most.

We've recently been re-assessed an Investors in People Gold Award employer, and we've got big plans for the future.

Our current strategy



FOCUSED

INNOVATIVE

TRUSTED

Role Profile

Job Title: Asset Surveyor – Planned Works

Salary: £36,124 to £38,626 dependent on experience

Annual Leave: 27 Days extending to 31 after 5 years continuous service

What's the role?

- By working collaboratively with colleagues from across the business, you will be responsible for overseeing delivery of the investment programme/planned works and for providing technical advice relating to operational asset management of the property portfolio.
- You will be predominantly site based and be required to inspect completed works and attend site meetings on a daily basis.
- Oversee projects and planned works programmes
- Ensure all planned and major works are delivered efficiently and to a high standard.
- Be onsite point of contact for contractors, customers and colleagues.

You will report to our Asset Specialist

What will I have to do?

You will:

- Supervise all on-site delivery of the planned investment work programmes from inception to completion. Ensuring pre/post inspections are completed and on-site H&S inspections are carried out on a timely basis.
- Ensure that works are always compliant with current legislation and regulations.
- Supervise and direct contractual relationships with service providers in line with agreed contracts.
- Ensure that resident consultation is carried out where required and our residents are kept fully informed of works planned and happening within their homes. Making sure that they have choice and input into improvements to their homes.
- Always ensure that works are delivered with outstanding Value for money.
- Ensure Asset team have all relevant information to update data bases and other systems.
- Carry out defect inspections to properties, diagnose problems and specify remedial works where appropriate.
- Liaise with tenants and residents across all work streams, including compliments and complaints.
- Work in partnership with a range of internal and external customers and stakeholders to maximise the customer experience.

- Carry out inspections of Capital works where complaints have been received, undertake an inspection of the works and deal with all quality control issues that are identified.
- Supervise contractors on site and attend operational contract meetings as required.
- Ensure all statutory duties are implemented and complied with.

What do I need to be successful?

- Surveying experience either through appropriate qualifications or work experience.
- Expertise & experience of similar roles
- Technical knowledge of building standards and specifications.
- Contract/contractor management.
- Ability to put Customers First and take responsibility for health and safety.
- Maintaining compliancy by ensuring projects are completed in line with relevant legislation and regulations.
- Experience of working in a social housing environment
- Awareness of health and safety legislation including CDM and asbestos

How will I evidence my success?

I will ...

- Successfully meet the KPIs and objectives agreed for myself and my team.
- Take a proactive approach in team meetings,
- Build strong relationships and rapport with team members and other teams across the organisation.

What we offer

We want Homes in Somerset to be a great place to work, where colleagues are proud to work for the organisation. As well as working alongside some amazing colleagues to provide great services to our customers, we offer a range of benefits.



- We recognise the importance of a work life balance and our hybrid working policy allows you to adapt.
- Up to date, modern equipment provided whether you are working on site, working in the office, or working at home. We, also offer a contribution towards the cost of a desk.
- Generous holiday allowance which rises with service.
- You'll be auto enrolled into the Local Government Pension Scheme where we will contribute 19.9% of your salary.
- We pay more than the statutory parental leave and work with you to balance work and life commitments.
- We offer a 24-hour helpline and access to welfare and lifestyle advice, including counselling. We have also supported colleagues to become Mental Health First Aiders.
- Great learning and development opportunities.
- We celebrate success linked to our values including HiS Heroes and long service.
- If your role requires a certain amount of travel, you will receive a car allowance.
- Access to discounts for sport, leisure, and entertainment activities.

Recruitment Timetable

Activity	Proposed Dates
Recruitment opens	Friday, 25 July 2025
Closing date	Sunday, 10 August 2025
Shortlisting	Monday, 11 August 2025
Formal interviews	Wednesday, 13 August, 2025

How to Apply

To apply, please visit the vacancies section on [our website \(www.homesinsomerset.org\)](http://www.homesinsomerset.org) Click on the Menu button, and under the section 'Work with Us' you will find Vacancies, open this up, find the relevant vacancy and select the 'apply now' button to complete your application.

You will be asked for full contact details for two referees (including your current employer if applicable). Please note we will not request references without your prior permission.

All appointments are subject to two satisfactory references, a DBS check and access to a vehicle for work purposes.

Our address should you need it is:

The People Team, Homes in Somerset, Bridgwater House, Kings Square, Bridgwater, TA6 3AR

The closing date for applications is **Sunday, 10 August 2025, at 5pm.**