Homes in Somerset

Phone: 0800 585 360
Email: jobs@homesinsomerset.org



Mechanical & Electrical Compliance Surveyor Recruitment Pack


















WESTOVER GREEN

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.

As our Mechanical & Electrical Compliance Surveyor, you will play a key role in keeping residents safe by providing technical leadership across a wide range of building compliance areas. Working across our housing portfolio of around 10,000 homes, you will oversee compliance programmes, manage contractors, and provide expert technical assurance to ensure services meet legal and regulatory requirements. This is an exciting opportunity for an experienced property professional who is passionate about safety, quality and continuous improvement, helping to ensure our homes remain compliant, well-maintained and safe for residents.

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, please contact us by emailing Jobs@homesinsomerset.org.

We look forward to receiving your application.

With best wishes,

Julia Paling

Head of People and Communications



About Homes in Somerset

We are an Arm's Length Management Organisation (ALMO) created in 2007. This means we are a wholly owned Council management company responsible for delivering housing management, maintenance and community services for more than 10,000 tenancies and leaseholders on behalf of Somerset Council who retain ownership of the homes.

We ensure good quality; safe homes are provided to the people who need them the most. We also manage current and future development programmes for new affordable homes across Somerset.

Just a few of our accolades include successive Investors in People Gold Award, Domestic Abuse Housing Alliance (DAHA) Gold Accreditation, and the Royal Society for the Prevention of Accidents, (RoSPA) Gold award and we have big plans as set out in recently launched five-year Corporate Strategy as illustrated below:

Our current strategy



Role Profile

Job Title:	Mechanical & Electrical Compliance Surveyor
Contract Type:	Full Time, Permanent
Salary:	£38,510 - £45,529 (SCP 26 – 33), depending on qualifications, and/or experience
Annual Leave:	27 days Annual leave plus bank holidays

Role Purpose

The Mechanical & Electrical Compliance Surveyor will provide specialist technical expertise across Homes in Somerset's mechanical and electrical compliance responsibilities, covering systems installed within residents' homes, blocks, communal areas and associated housing sites.

The postholder will act as the technical lead for compliance servicing programmes, inspections, surveys, remedial works and project delivery. The role will cover electrical safety, fire alarms and emergency lighting, water hygiene, lifts and lifting equipment, communal heating and hot water, ventilation and smoke control, door entry and access control, lightning protection, renewable technologies and other mechanical and electrical systems serving homes and communal buildings.

Working closely with the Building Safety & Property Compliance Team Leader, contractors, consultants and operational teams, the role will ensure compliance activities are delivered safely, efficiently, and in accordance with legal, regulatory and organisational requirements.

The role will provide technical assurance across compliance contracts, support housing asset investment planning, undertake surveys and inspections in occupied homes and communal buildings, manage project delivery, maintain accurate property and compliance records, and help ensure residents remain safe in their homes.

You will:

- Act as Homes in Somerset's lead technical officer for assigned mechanical and electrical compliance disciplines, providing professional advice, technical challenge and clear recommendations to colleagues, contractors and consultants.
- Manage and monitor servicing, inspection, testing and maintenance programmes across compliance workstreams.
- Undertake technical inspections and surveys of mechanical and electrical systems within homes, communal buildings and housing sites.
- Specify, procure and manage remedial works and compliance improvement projects.

- Provide technical advice to colleagues, residents, contractors and senior managers.
- Ensure compliance records, certification and evidence are accurate, complete and auditable.
- Monitor contractor performance, technical quality and value for money.
- Support compliance reporting and assurance processes.
- Assist with investigations relating to incidents, failures, complaints and safety concerns.
- Contribute to continuous improvement and development of compliance services across a growing 10,000-home organisation.
- Support the development and maintenance of accurate asset lifecycle information for mechanical and electrical systems, using condition, age, performance, servicing and compliance data to inform investment priorities.
- Support the technical review, inspection and handover of mechanical and electrical systems associated with new developments, acquisitions and major refurbishment projects.
- Manage allocated contract and project budgets and contribute to the preparation of compliance investment programmes and budget forecasts.

What will I have to do?

Compliance Servicing & Inspection Programmes

- Manage mechanical and electrical compliance servicing programmes across residents' homes, blocks, communal areas and associated housing sites.
- Review servicing reports, inspection outcomes, certification and recommendations.
- Ensure statutory inspections, testing and servicing are completed within required timescales.
- Monitor compliance performance and identify emerging risks or overdue actions.
- Validate contractor recommendations and ensure remediation works are proportionate and risk based.
- Carry out quality assurance inspections of completed servicing and remedial works.
- Maintain accurate compliance records and document management systems.
- Support the production of compliance KPIs, dashboards and performance reports.
- Use compliance, condition and performance information to support risk-based lifecycle planning and the development of short-, medium- and long-term investment programmes.
- Maintain and improve mechanical and electrical asset data, including system type, location, condition, age, servicing history, certification, defects and anticipated replacement requirements.

Key Compliance Areas

The role may include responsibility for:

• Electrical Installation Condition Reports (EICRs)	• Emergency Lighting
• Fire Alarm Systems	• Smoke Control and Ventilation Systems
• Lift Maintenance and Passenger Lifts	• LOLER Equipment
• Communal Heating Systems	• Door Entry Systems
• Automatic Gates and Barriers	• Lightning Protection Systems
• Water Hygiene Systems	• Extraction and Ventilation Systems
• Solar PV Systems	• Electric Vehicle Charging Infrastructure
• Other mechanical and electrical systems serving homes and communal buildings as required	

Surveys, Technical Assurance & Risk Management

- Undertake surveys and inspections within occupied and empty homes, blocks, communal buildings and associated housing sites.
- Assess the condition of housing mechanical and electrical systems and identify compliance, safety and investment risks.
- Investigate defects, service failures and technical concerns.
- Prepare and approve clear technical scopes, specifications, survey reports and recommendations within the postholder's level of competence and delegated authority.
- Review consultant reports, designs and surveys.
- Provide proportionate technical challenge where contractor or consultant recommendations are unsupported, inconsistent with the evidence, or do not represent an appropriate solution for the housing asset.
- Support fire safety and building safety inspections where systems such as fire alarms, emergency lighting, smoke control, lifts, ventilation or communal power form part of the building's safety measures.
- Ensure works comply with relevant legislation, standards, approved codes of practice and industry guidance.
- Support audits, regulatory inspections and assurance reviews.

New Developments, Acquisitions & Handover

- Review mechanical and electrical designs, specifications, commissioning information and compliance evidence for new developments, acquisitions and major refurbishment schemes.
- Undertake or coordinate pre-handover inspections and identify defects, incomplete certification, maintainability concerns and departures from the agreed employer requirements or technical standards.
- Ensure asset, servicing, warranty, operating and maintenance information is complete and transferred into the relevant housing, asset, compliance and document management systems before handover.
- Work with Development, Assets, contractors and consultants to ensure defects and outstanding actions are clearly allocated, tracked and resolved.

Compliance Projects & Capital Works

- Manage compliance-related projects from inception through to completion.
- Prepare scopes of works and specifications.
- Procure works in accordance with organisational procurement requirements.
- Prepare cost estimates, manage allocated project and contract budgets, monitor expenditure and forecast outturn positions in accordance with organisational financial controls.
- Contribute technical and cost information to annual and medium-term compliance investment programmes, identifying emerging pressures, dependencies and unfunded risk.
- Monitor project programmes, expenditure and risks.
- Chair progress meetings and contractor reviews.
- Undertake site inspections throughout project delivery.
- Manage project handover, certification and close-out documentation.
- Ensure lessons learned are captured and incorporated into future programmes.

Examples may include:

- Electrical upgrades
- Fire alarm replacement programmes
- Lift refurbishment works
- Water hygiene improvement projects
- Ventilation upgrades
- Compliance-led capital works
- Building safety improvement projects
- Remedial works arising from risk assessments and inspections

Contractors, Procurement & Consultant Management

- Manage specialist consultants and contractors delivering compliance services.
- Assess contractor competence and technical capability.
- Monitor service delivery, customer experience, quality and compliance performance.
- Review contractor reports and technical recommendations.
- Contribute to the development of procurement strategies, tender documents and evaluation processes.
- Support mobilisation and performance management of new contracts.
- Challenge poor performance and ensure corrective actions are implemented.

Resident Safety & Customer Engagement

- Support residents and leaseholders with technical enquiries relating to compliance services and projects.
- Investigate complaints and technical concerns.
- Assist with access management activities where compliance inspections or works are required.
- Ensure residents are provided with clear, accurate information about compliance and safety related activities.

- Support building safety engagement activities where required.

Governance, Data & Assurance

- Support the preparation of monthly compliance performance reports.
- Maintain accurate records of inspections, surveys, servicing and remediation works.
- Contribute to risk registers, action plans and assurance reporting.
- Assist with regulatory submissions and responses to audits.
- Ensure evidence is retained to support organisational assurance requirements.
- Support development of compliance procedures and technical standards.

What you will bring:
Knowledge, Skills and Experience

Essential

- Significant experience in mechanical and electrical surveying, compliance management or building services engineering.
- Experience managing compliance servicing and inspection programmes within social housing, local authority housing or a comparable property environment.
- Good understanding of a social landlord's compliance responsibilities across:
- Electrical safety in homes and communal areas
- Fire alarms, emergency lighting and other fire safety systems
- Water hygiene and legionella control
- Lifts, lifting equipment and LOLER requirements
- Communal heating and hot water systems
- Ventilation, extraction and smoke control systems
- Door entry and access control systems
- Renewable and low-carbon technologies
- Other mechanical and electrical systems serving homes and communal buildings
- Experience of project management and contract administration.
- Ability to interpret technical surveys, specifications, legislation and standards.
- Experience managing contractors and consultants.
- Strong report writing and technical communication skills.
- Ability to analyse data and identify compliance risks and trends.
- Good IT skills and experience using asset management and compliance systems.
- HNC, HND, degree or equivalent relevant qualification in building services engineering, electrical engineering, mechanical engineering, building surveying, construction or a related discipline.
- Full UK driving license and access to a vehicle.

Desirable

- Professional membership of RICS, CIOB, CIBSE, IET, IMechE, IWFM or similar body.
- Experience within social housing or local government housing.

- Knowledge of the Building Safety Act 2022.
- Knowledge of fire safety and higher-risk building requirements.
- Contract management qualification.
- Project management qualification (PRINCE2, APM or equivalent).
- Experience with compliance reporting systems and Power BI.

How will I evidence my success?

- Compliance servicing programmes are delivered on time and remain compliant.
- Remedial actions are identified, managed and completed within agreed timescales.
- Compliance projects are delivered safely on budget and to specification.
- Compliance records and certification remain accurate and auditable.
- Contractor performance improves through effective monitoring and challenge.
- Technical inspections identify issues before they become significant compliance risks.
- Residents experience safe homes and well managed compliance services.
- Compliance data supports accurate reporting and organisational assurance.
- Internal and external audits identify strong technical governance and compliance controls.
- Mechanical and electrical asset data is sufficiently complete and reliable to support servicing, risk management and lifecycle investment decisions.
- New developments, acquisitions and major refurbishment schemes are supported by effective M&E technical review, handover evidence and defect management.
- Allocated budgets are controlled, forecast accurately and used to deliver proportionate, risk-based investment and value for money.
- Homes in Somerset receives clear, competent and evidence-led technical advice on assigned mechanical and electrical compliance disciplines.

Professional Behaviours

- Demonstrate a safety-first and resident-first approach in all decisions.
- Take ownership of technical standards and professional judgement.
- Work collaboratively across teams and disciplines.
- Build constructive relationships with contractors, consultants and residents.
- Use evidence and risk-based decision making.
- Encourage continuous improvement and learning.
- Promote transparency, accountability and professional integrity.

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 working at home or in the office. 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 17.4% 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.
- Access to discounts for sport, leisure, and entertainment activities.

Recruitment Timetable

Activity	Proposed Dates
Recruitment opens	Friday 23 October 2026
Closing date	Sunday 22 November 2026
Shortlisting	Wednesday 25 November 2026
Formal interviews	1/2/3 December 2026

How to Apply

To apply, please visit the vacancies section on our website. 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.

All appointments are subject to two satisfactory references, a DBS check and proof of your Right to Work in the UK. If required for the role, access to a vehicle is essential.

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, 22 November 2026, at midnight.**

