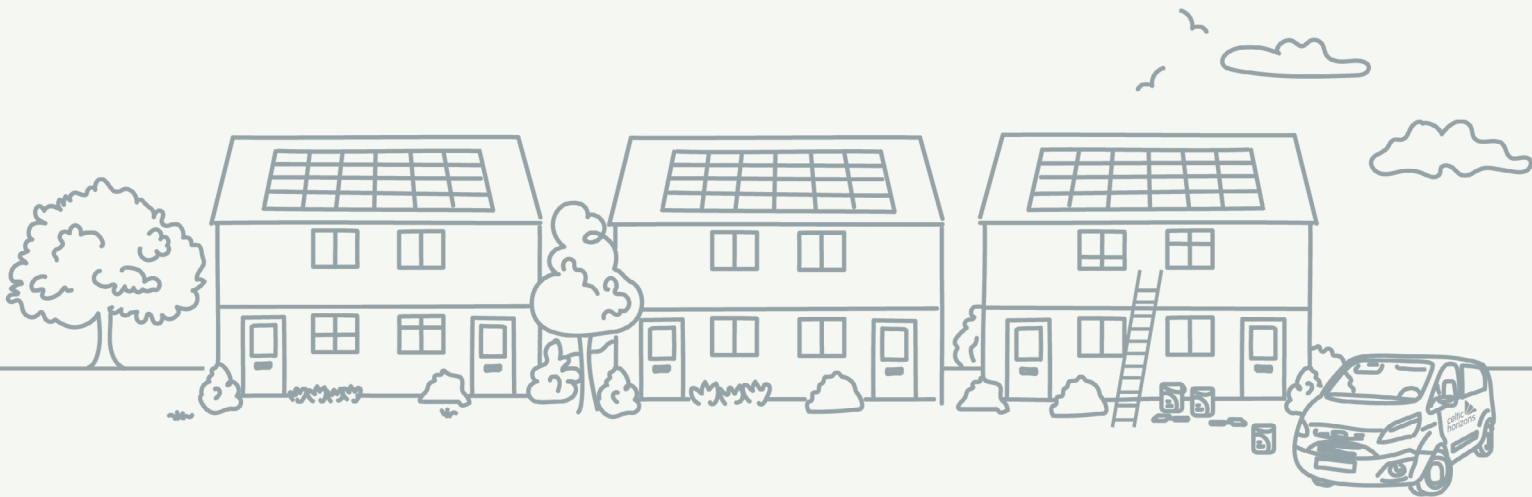




Assets Surveyor

Applicant Information Pack



We build homes, create communities and transform lives

Alternative formats

If you require this document in an alternative format, such as large print or a white or coloured background, please contact our Communications team.



unitedwelsh.com/contact



tellmemore@unitedwelsh.com



0330 159 6080

Contents

- 1 About Us
- 3 Job Profile
- 4 Key Accountabilities
- 5 Personal Requirements
- 7 Terms and Conditions
- 8 Additional Benefits
- 9 How to apply



About Us

United Welsh is an award-winning not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over **6,700 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

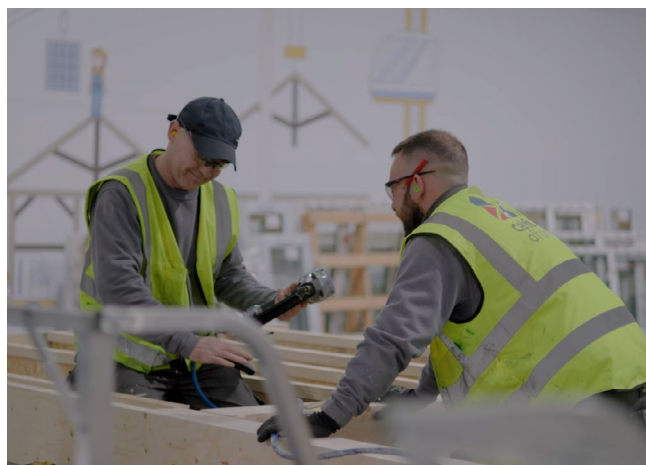
We have a new building programme that is worth around **£55m** each year and in the next five years, we intend to build **1,300 more homes**.

We are ambitious about how we can help people to live their best lives, working with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

The Group includes our repairs and maintenance service Celtic Horizons; timber frame home manufacturer Celtic Offsite and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

With over **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

Life at United Welsh centres around our culture. We live by our values which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



Group structure

United Welsh

**Celtic Horizons
Ltd**

**Harmoni
Homes Ltd**

Developing homes for
United Welsh

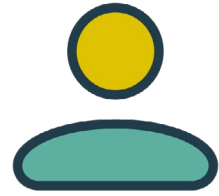
**Celtic
Horizons**
Asset
Management

**Celtic
Offsite**
Timber frame
factory

The Celtic Horizons asset management service for United Welsh is delivered in partnership with Mears Ltd



Job Profile



Assets Surveyor

Reporting to
Senior Assets Surveyor

Broad purpose of the post

We have an exciting opportunity to join our busy Asset Management team as an Assets Surveyor, collecting vital data on our homes to ensure standards are continually met.

The team is responsible for United Welsh's property portfolio, ensuring that we invest efficiently and effectively in improving and maintaining our housing assets, and commissioning and monitoring our contracting partners who deliver around £20m of works each year.

The role will include the undertaking of stock condition, EPC, WHQS2023 and retrofit surveys, working collaboratively to develop long-term cyclical programmes and Target Energy Pathways in line with Welsh Housing Quality Standards 2023. This is a busy and dynamic role involving a mixture of collaborative strategic planning and independently working towards targets set internally to report to Welsh Government.

- Permanent, full-time, 35 hours
- £40,537.60 per annum
- Closes Tuesday 3rd June, 9am
- Interviews Monday 9th June

Key Accountabilities



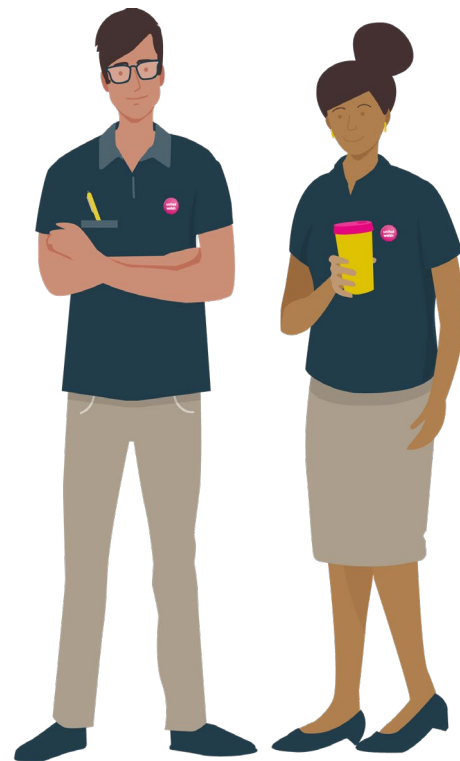
- Carry out surveys in homes across 11 local authorities in South Wales, gathering data relevant to WHQS2023, HHSRS, PAS2035 and Domestic Energy Assessment
- Work towards targets within a collaborative team of surveyors
- Ensure compliance with health and safety regulations, mainly using the Housing Health and Safety Rating System framework
- Ensure customer experience is at the heart of what we do, providing clear and professional communications to all stakeholders
- Take part in strategic discussions to develop a wider planned programme of works
- Generate Target Energy Pathways as per WHQS2023 guidelines
- Obtaining SAP data for United Welsh stock and logging following internal processes
- Attend all required training and meetings, online and in person, to support professional development and achievement of team goals.



Personal Requirements

Essential

- Recognised building-related qualification or equivalent technical level of experience demonstrated through previous roles
- Formal qualification in Domestic Energy Assessment
- Strong technical ability with a working knowledge of Welsh Quality Housing Standards, PAS2035 Retrofit measures and disrepair requirements
- Experience in building and maintaining relationships with colleagues, residents and stakeholders
- Experience in managing multiple tasks, using strong organisational skills, time management and ability to prioritise individual workloads
- Ability to obtain accurate and consistent data, following a set framework
- Understanding of safeguarding and health and safety guidelines, with the ability to recognise potentially complex or dangerous situations and action accordingly
- IT proficiency, with the ability to adapt to new technological systems efficiently and effectively
- Ability to work effectively within a team, collaborating ideas and supporting others where necessary
- Confidence when lone-working, independently managing time and targets
- Exceptional customer service, communicating professionally both verbally and in writing
- Full UK drivers license with permanent access to own vehicle
- Understanding that this role is largely site based and regular presence in our properties will be required, alongside supporting administrative tasks to be completed at our designated offices or from home.



Personal Requirements

Desirable

- Experience of working within the social housing sector
- Experience of using stock condition/surveying software
- Experience of identifying, diagnosing and reporting damp and mould issues
- Formal qualifications in PAS2035, Retrofit Assessment and Housing Health and Safety Rating System
- Working knowledge of Welsh Government social housing legislation
- Experience in asbestos identification and management
- Experience in logging and reporting reactive repairs
- Welsh language skills



Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all of the criteria will be considered in the process of making an appointment.

Terms and Conditions

Current Salary

Total salary is **£40,537.60** per annum.

Pension Plus

While working at United Welsh you are eligible to join our pension scheme. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

The **Defined Contribution Scheme (DC)** matches employee contributions up to 10%. It is a salary sacrifice scheme, so deductions are taken before tax.

SimplyHealth

While working at United Welsh you are eligible for enrolment in our SimplyHealth healthcare plan.

Leave

- **30** days plus Bank Holidays
- **Two** United Welsh Gifted Days - an additional two gifted days, usually to be taken during the office closure over the festive period

Right to work in the UK

We welcome applications from individuals who already have the right to work in the UK, as unfortunately, we are unable to offer visa sponsorship at this time.

Any job offer will be dependent on receiving appropriate documentation to confirm your eligibility to work in the UK, as part of our commitment to compliance and fairness.



Additional Benefits

- **30 days** annual leave and bank holidays
- An additional **two gifted days** to be taken over the seasonal period
- A company culture that promotes **work life balance**
- **Flexible** working
- Opportunities to be involved in 'Can Do' days, giving back to the communities where we work
- A half a day's leave under the 'School Starter Scheme'
- Free **fruit, fresh filtered water, tea and coffee** within our offices
- **Cycle to Work** Scheme
- One year's **paid subscription to professional body** (one membership per year)
- Membership to our **SimplyHealth** healthcare plan
- **Free eye tests** at Specsavers and a contribution towards the cost of prescription glasses
- Access to our **internal coaching and wellbeing services** that are devoted to supporting professional and personal development
- Free and confidential access to a **24/7 Employee Assistance Wellbeing Hub**
- We are a member of the **Social Housing Pension Scheme**. There is an opportunity for employees to join The Defined Contribution Scheme and we match contributions up to 10%
- **Learning and Development opportunities**, with learning available in a range of formats to suit your needs
- We are committed to supporting applicants and staff with disabilities and are a **Disability Confident Employer**
- We are committed to becoming a **menopause friendly employer**
- We are an Armed Forces friendly organisation and hold the **Armed Forces Covenant – Bronze Award**



How to apply

To apply, please send a CV and cover letter to jobs@unitedwelsh.com. Your cover letter must address each of the essential and desirable criteria, detailing your knowledge and experience in relation to each one, in no more than 1,000 words.

In addition to your CV and cover letter, please also complete our online Equality, Diversity and Declaration of Interest form which can be found on our website [here](#). If you do not complete all parts of this process, you will be at risk of your application not being progressed further.

Closes: Tuesday 3rd June, 9am
Interview date: Monday 9th June

We reserve the right to close this role early if we receive a high volume of suitable applications.

Within your CV, please provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach these referees prior to the shortlist stage, and we will seek your permission first. However, references will be sought as part of our pre-employment checks for the successful candidate.

- We would be grateful if you could submit the Equality Diversity and Declaration of Interest form with your application. You can complete this form online. The information you provide will be used for monitoring purposes only and will be kept separate from your application
- Please ensure your CV and other documents are emailed as a Word or PDF file, as unfortunately, we are currently unable to accept applications in any other formats at the moment
- Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all the criteria will be considered in the process of making an appointment.

Your privacy is important to us. To learn more about how your personal information is processed when applying for a job with us, you can find our Privacy Notices [here](#).

