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| **Group:** |  |
| **Division:** | Private Sector Housing |
| **Section:** |  |
| **Sub Section:** |  |
| **Post Title:** | Housing Grant Surveyor Apprentice |
| **Vision Post Number:** |  |
| **Grade:** | Apprentice |
| **Responsible to:** | Technical Manager |
| **Posts Reporting to this Post:** |  |
| **Team:** | Improvement Grant Surveyors |
| **CRB Required Level:** | N/A |
| **Location:** | Ty Elai |
| **Date of Description:** | 23rd June 2105 |

## Job Description & Person SPECIFICATION

**Key Objectives**

**The post of Apprentice Housing Grant Surveyor will involve assisting the Private Sector Housing Improvement Grant Surveyors survey, schedule, inspect and authorising payments for varying types of grants awarded to properties throughout Rhondda Cynon Taf**

# SPECIFIC RESPONSIBILITY

Assist with inspecting, verifying and scheduling the level of work eligible for Grant award

Carry out detail surveys under the guidance of suitably qualified Surveyors

Assist in the preparation of specifications and quantified schedule or works

Inspecting works in progress to check standard of workmanship under the supervision of qualified surveyors

Verify and agree levels of unforeseen work under the guidance of qualified staff

Inspect, valuate and verify interim and final payments under the supervision of qualified Surveyors

Deal with enquiries from Community Care, clients, Council Members and the general public

Ensure a high quality customer service is maintained

Assist the Adaptation Manager in providing a customer friendly grants process

To carry out health and safety responsibilities in accordance with the Division’s Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

*Protecting Children and Vulnerable Adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.*

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

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| **ATTRIBUTE** | ESSENTIAL | **DESIRABLE** |
| KNOWLEDGE /EDUCATION |  |  |
| EXPERIENCE |  | Experience of dealing with people and members of the public  Experience of using computer programs |
| **COMPETENCIES** |  | |
| 1. **Working with others** | **Is a team player.** | |
| 1. **Communicating effectively** | **Listens well to others; understands what they mean, not just what they say** | |
| 1. **Demonstrating technical ability** | **Is enthusiastic about getting new training and qualifications** | |
| 1. **Being Committed and Reliable** | **Is willing to take instruction and advice. Learns from other team members in order to do the job better** | |
| 1. **Working Safely** | **Remains aware of dangers/risks in the work environment** | |
| SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS |  | |