

Job Description



Job Title: Assistant Building Surveyor
Reports to: Project Managers
Location: Reigate, Surrey (Regular UK wide required travel expenses and accommodation covered)
Hours: Monday to Friday, 9am – 5.30pm, or as demanded by specific projects.

The Company

Rand Associates provides surveying services, consultancy, and software products to the social housing sector. Our clients include housing associations, local authorities, building contractors and consultants. We have offices in Reigate, Surrey and Birkenhead, Wirral.

We are part of the M3 Housing group of companies. M3 publish the M3NHF Schedule of Rates and a range of associated products used for property maintenance, including M3Central, M3Vision and M3Pamwin. See www.m3h.co.uk for more details.

The Role

We are looking for a diligent and detail-oriented Assistant Building Surveyor to join our team. The successful candidate will be responsible for assessing the condition of housing stock, identifying maintenance needs, and ensuring properties meet regulatory standards. The Stock Condition Surveyor will report directly to Project Managers and collaborate closely with them to ensure effective project execution.

- The role of the Assistant Building Surveyor consists of the following:
 - Working through a list of properties or assets by calling at them, arranging appointments ahead of schedule and/or attending pre-arranged appointments.
 - Diary management including using outlook and/or booking apps to arrange future appointments.
 - Conducting an elemental condition assessment that expresses the overall condition of main components, suggesting renewal dates, providing evidence through photographs and commentary.
 - Highlighting any immediate health and safety, damp/mould, defects, safeguarding and/or other issues where applicable.
 - Using data collection software to collect stock condition data on an iPad.
 - Communicating effectively on survey progress with office-based staff and liaise with client representative and other parties.

This job description only contains the main accountabilities relating to the role and does not describe in detail all the duties required to carry them out.

The Candidate

The ideal candidate will be a graduate from a building surveying or construction related degree discipline looking to gain valuable experience within the industry or a candidate with previous experience within the industry as a stock condition surveyor, domestic energy assessor or similar.

The Assistant Building Surveyor will have:

- Good IT skills and interpersonal skills with client focused approach.
- The ability to work as part of a team.
- A diligent and detail-oriented approach.
- A can-do attitude

Essential Requirements

The Assistant Building Surveyor is required to have the following:

- A qualification at BSc level or above in Building Surveying or a related discipline (either achieved or being worked towards). Alternatively demonstrable experience within the stock condition, domestic energy assessment or wider surveying/ construction sector.
- Travelling and overnight stays are a large part of this role. Please give this careful consideration prior to applying.
- A full driving Licence and use of your own vehicle (Car Allowance and Mileage Paid)
- This role requires a DBS check to be carried out

Summary of Terms

Starting Salary	£24,000-£28,000 depending on skills and experience
Hours	37.5 per week, or as demanded by specific projects
Holidays	26 days annual leave plus bank holidays
Probationary period	6 months
Notice period	One month (one week during probation period)
Other benefits	Company pension scheme, Christmas bonus scheme, performance bonus scheme, Car Allowance £3,600 per annum (paid monthly)
Career progression	Chance to learn new skills, take on further responsibilities, driven by you.
Learning	Training courses available to all, led by employee aspirations

