



Surveying Technician Apprentice (Asset Optimising/ Investment)



Job description – Surveying Technician Apprentice

Reporting to the – Contracts Manager

Work Location: - Office based/Scheme based across our geographical areas

Summary of role:

This role Surveying Technician Apprentice plays an integral part in Strategic Asset and Investment which enables the operational delivery of the following organisational priorities:

- Delivering more for our customers
- Having the capacity to build more homes
- Being a great place to work for our colleagues
- Being a financially resilient business
- Being a key influencer in the region

The role has responsibility for role modelling and embedding our valued behaviours, and supporting the wider business to develop a positive, inclusive and engaging culture:

- Own it – Make it happen
- Improve it – Move things Forward
- Live it – Show understanding and compassion

To carry out a diverse range of duties under the guidance of a line manager or mentor to support service delivery and professional development.

To gain knowledge, skills, and competency required to pursue a career in the construction and surveying industry.

Participate actively in apprenticeship, in-house, and external training programmes to develop technical knowledge, skills, and competency in property compliance and construction related practice.

Key areas of responsibility:

- Assist in the collection, recording, and management of technical, compliance, and property-related data across the organisation's portfolio
- Support inspections, service visits, stock condition surveys, and other property or construction-related surveys of buildings, land, and equipment
- Assist in updating and maintaining compliance critical information, stock data, and project management systems
- Support contract management activities, including customer liaison, inspections, valuations, measurements, and attendance at contract meetings
- Assist in procurement exercises and coordination of related activities across the team
- Contribute to the preparation of costings, valuations, measurements, and technical assessments using collected data
- Liaise with customers, contractors, colleagues, and other professionals to obtain and provide property and compliance related information
- Travel to office locations, buildings, and construction sites as required to support operational activities
- Demonstrate professionalism through punctuality, diligence, and effective teamwork in all tasks undertaken

Additional responsibilities:**➤ Health and Safety:**

In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Line Manager and Safety Representative achieve our Health & Safety aims and objectives, you will be conversant with the Current Health and Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy “Health & Safety Responsibilities”.

➤ Data Protection:

- To follow the Data Protection principles in all work activity
- To attend any training specific to the role regarding GDPR

No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Person Specification**What do I need to be successful as the Surveying Technician Apprentice;**

- Communicate clearly, confidently, and professionally with a wide range of stakeholders including colleagues, tenants, leaseholders and contractors
- Demonstrate interpersonal, organisational, and planning skills with the ability to manage competing priorities and work effectively under pressure
- Produce accurate, high-quality work with attention to detail
- Use initiative and problem-solving skills to identify issues and contribute appropriate solutions and service improvements
- Work collaboratively as part of a team, actively sharing information, supporting colleagues, and contributing to decision making processes
- Plan and prioritise individual workloads effectively to meet deadlines while keeping managers and colleagues informed of progress
- Adhere to and promote organisational values, acting with integrity and professionalism in all interactions
- Support equality, diversity, and inclusion by recognising and respecting the value and contribution of all individuals
- Use clear written and verbal communication to present information concisely and accessibly
- Maintain computer literacy with proficiency in Microsoft Office applications including Word and Excel
- Demonstrate resilience and the ability to work at pace within a professional environment
- Maintain a strong team working ethos and support the organisation's culture and objectives

Additional specialist skills and qualifications to be successful in this role:

- Five GCSE's grade 9-4 (A*-C) or equivalent including Maths, English and a science – essential

- A genuine interest in construction and the built environment
- Must be 18 years old or over
- Current driving licence desirable or ability to travel to sites

Training and Development:

In line with our Group values 'Own it, Improve it, Live it' you will receive a role specific training plan to support you in the role of Surveying Technical Apprentice.

You will be required to:

- Attend college one day a week and work extended days if required
- Take part in training courses with a positive attitude
- Complete extra work if needed to support your qualification
- Take responsibility for personal development and learning
- Complete continuous professional development, to further support your role and the Group.