

Job Description

Job Title:	Assets & Energy Surveyor
Directorate:	Assets and Property Services
Department:	Assets, Sustainability and Healthy Homes
Location:	Rising Sun Industrial Estate, Blaina, NP13 3JW
Reports To	Decarbonisation & Sustainability Manager
Date Agreed:	March 2025

Job Purpose

- Dedicated to undertaking Stock Condition Surveys (SCS), Energy Performance Certificates (EPC) and Retrofit Assessments, ensuring that our data is current and comprehensive and that we can focus our investment and project delivery activities to where they will be of the greatest benefit.
- To collect and collate asset management information across Tai Calon's property portfolio that is accurate, current and comprehensive to support strategy development, strategic decision-making on stock (dis)investment programmes, and the formulation of planned work programmes that ensure the right work can be delivered to the right homes at the right time.
- To support the delivery of stock optimisation work across Tai Calon's property portfolio, including the provision and validation of detailed information to facilitate stock appraisals and viabilities, disposals and transfers, and estate/community enhancement plans.
- To support colleagues to ensure our stock data is accurate, up to date and accurately reflects the full scope of planned and decarbonisation works required to meet WHQS23 and other regulatory standards.

Values

Our Values, which support our Vision, Mission, and Aims, are CALON. These values are vital to our work as an organisation and are encouraged as our culture and way of working.

C – Creativity: We want people to think differently, challenge processes where they can see improvement, and take risks.

A – Authentic: We want people to be themselves and be open, honest and trustworthy, and act with integrity.

L – Learning: We want people to understand the importance of learning as an ongoing approach to success in their roles.

O – Ownership: We want people to take ownership of work and actions by being accountable to themselves and others, which includes learning from mistakes and trying new things.

N – “Not on your own”: We are one team, working collaboratively and together, with care, empathy, and consideration. We cannot do our jobs without each other.

Core Responsibilities

- Deliver comprehensive and timely survey programmes across Tai Calon’s property portfolio, including stock condition, Welsh Housing Quality Standard (WHQS) compliance, Housing Health and Safety Rating System (HHSRS), Fit for Human Habitation (FFHH), Standard Assessment Protocol (SAP), Energy Performance Certificate (EPC), PAS 2035, and any other data classes as required.
- Complete Energy Performance Certificates and Retrofit Assessments on properties, advising the Decarbonisation and Sustainability Manager on the potential for decarbonisation and energy efficiency projects to be completed in homes and estates.
- Assist in the validation of the quantity and quality of property-related information within Tai Calon’s asset management databases and associated systems to ensure data accuracy and integrity.
- Support the formulation and validation of planned WHQS and wider work programmes, budgets and component specifications for Tai Calon Trades and external contractors based on stock condition and asset intelligence data.
- Support the delivery of Tai Calon’s strategic and operational Asset Management priorities and objectives.

- Identify properties and schemes requiring option appraisal and financial viability assessment linking with asset intelligence data, property performance information and wider neighbourhood and community indicators.
- Advise on potential solutions to reduce exposure to Leaseholder and Section 20 issues, by identifying opportunities to rationalise blocks containing leasehold properties.
- Supporting the Decarbonisation & Sustainability manager to deliver the organisation's decarbonisation targets as set out in its corporate plan and by Welsh Government regulatory requirements.
- Undertake any other duties as required within the scope of the role.
- Note: The duties and responsibilities may vary without changing the general character of the duties or level of responsibilities entailed. The post holder is, therefore, expected to undertake such other duties as may be requested, provided the general character of the duties or level of responsibility does not change.

Other Responsibilities

Line Management

- There are no formal line management responsibilities

Performance

- Contribute to the overall performance of the team and performance against KPIs.
- Effective service management to ensure continued sustainability, viability and improvement in Tai Calon's services.

Financial Management

- Ensure all compliance risks and issues that arise within the team are highlighted to the Manager or project sponsors.
- Be aware of budgets and allocated cost centres and spend in compliance with agreed tender submissions.

Procurement

- Raise purchase orders and receipt of goods and services for programmes of work and contractors.

- To actively monitor the Contractor services to ensure the contract is effectively managed.

Risk, Health, Safety and Environmental

- Working collaboratively to ensure contracts are managed in a safe manner, and risks are mitigated
- Work proactively with the Health and Safety Advisor to minimise Health and Safety incidents and ensure that lessons learnt are fully and properly embedded.
- To comply with the relevant sections of Tai Calon's policy statement on Health and Safety and Welfare at Work.
- To check that all correct personal protective equipment is being used at all times.
- Interpreting site conditions, including weather, and taking appropriate action to inform contractors of appropriate actions they may need to take.

Work Environment

Environment

- The physical environment requires the employee to work both inside the office and outside on-site visits on a daily basis in heat/cold, wet/humid, and dry/arid conditions, depending on the season.
- Frequently required to use personal protective equipment when on-site visits.
- Ensuring that a safe and clean working environment is maintained by others at all times.
- Ensuring that materials, plant and equipment, appropriate for completion of the contract are used by others at all times
- To determine site safety during heavy rain /Wind and excessive heat, controlling and managing by informing contractors of appropriate actions.

Working Location

- The role is based at Solis One, Blaina, with the ability to work in a hybrid way where agreed.
- The role is also based in empty and occupied homes (which may include lone working). It is commonplace that the customer is present, and an awareness of children, pets or vulnerable adults is needed to ensure a safe working area is maintained for staff and customers alike.

Organisational Responsibilities

- Represent Tai Calon in a professional manner at all times.
- Ensure that all Tai Calon policies and procedures are adhered to.
- Comply with the Organisation's Health and Safety Policies and Procedures.
- Understand and demonstrate the principles of confidentiality.
- Observe and continually promote Tai Calon's Equality, Diversity and Inclusion Policy.
- To promote and continually work to Tai Calon's values.

Essential	Desirable	PERSON SPECIFICATION Job Title: Assets & Energy Surveyor	How Assessed		
			Application Form	Interview	Practical
1. Qualifications					
✓		ABBE Level 3 Certificate in Domestic Energy Assessment	✓		
✓		ABBE Level 3 or 4 Certificate in Retrofit Assessment	✓		
2. Knowledge					
✓		Knowledge of the Welsh Housing Quality Standard and associated compliance policies and reporting mechanisms/protocols	✓	✓	
✓		Knowledge of historic and current construction and refurbishment techniques, building regulations and standards, and planning controls	✓	✓	
	✓	Knowledge of leasehold liabilities and responsibilities, S20 protocols, and leasehold valuation	✓	✓	
	✓	Knowledge of best practice approaches for planning and funding large-scale energy efficiency and carbon reduction programmes	✓	✓	
	✓	Knowledge and awareness of a range of statutory property-related regulations, including but not limited to: HHSRS, WHQS, FFHH and PAS	✓	✓	
3. Experience					
✓		Experience of undertaking stock condition surveys, delivering asset management surveying programs and component specifications	✓	✓	
✓		Experience of working with asset management databases, datasets and associated IT systems	✓	✓	
	✓	Experience of supporting the formulation of planned programmes of work for a diverse portfolio of residential properties and schemes, including component specification	✓	✓	
✓		Experience of liaising with teams involved in the planning and delivery of new build, acquisition, regeneration and refurbishment projects	✓	✓	
4. Skills					

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			Application Form	Interview	Practical
	✓	RdSAP surveying, Energy Performance Certificate and PAS2035 Assessor skills	✓	✓	
	✓	Component specification skills linked to a whole life cycle perspective to achieve the best value for money	✓	✓	
✓		Highly developed customer care skills and able to work empathetically and considerately in customers' homes	✓	✓	
	✓	Welsh Language Skills	✓		
5. Attributes					
✓		Tenant and customer-focused	✓	✓	
✓		Demonstrates integrity and support for organisational values	✓	✓	
✓		Committed to ongoing personal development and the development of others	✓		
✓		A self-starter, driven and enthusiastic		✓	
✓		Open to change and demonstrate a positive, solution-focused attitude		✓	
✓		Able to work on own initiative, think laterally, negotiate and develop creative and innovative solutions		✓	
	✓	Flexible and willing to work outside of normal working hours	✓		
6. Other					
✓		Will need to be able to travel as part of the job, in a timely manner	✓		
✓		Requires Disclosure and Barring Service (DBS) check			