



JOB DESCRIPTION

Post: Associate Consultant: HOUSE CONDITION SURVEYS

Responsible to: Survey manager

Salary: Self-employed within individual contract ranges from £20 - £35 per survey form completed

Principal duties

1. Carry out house condition surveys according to Fordham Research Limited methodology at addresses as supplied by and under the general supervision of the survey manager.
2. Carry out housing needs interviews with members of the public in their own homes under the general supervision of the survey manager.
3. Carry out all individual planning of work, making appointments where appropriate, filling in of all necessary documentation, completion of all necessary records, dispatching of completed documentation to the satisfaction of the survey manager.
4. Carrying out such other related activities as requested by the survey manager.
5. Contact the office administrator on a regular basis as determined by the survey manager/research manager in order to receive instructions, messages and data.



PERSONNEL SPECIFICATION

ASSOCIATE CONSULTANT – HOUSE CONDITION SURVEYS

ESSENTIAL OR DESIRABLE	CRITERION	HOW IDENTIFIED
<i>ESSENTIAL</i>	• Have a sound knowledge of building technology as relates to the domestic built environment.	Form and training
	• Be neat and tidy in presentation of work and oneself.	Form and training
	• Have a current driving licence and possess a reliable car for work use.	Form and training
	• Have an ability to work to tight and agreed schedules.	Form and training
	• Have demonstrable and good spoken English communication skills	Form and training
	• Be highly self-motivated.	Form and training
	• Be comfortable when dealing with members of the public	Form and training
<i>DESIRABLE</i>	• Be familiar with defects and dilapidations to housing and be able to suggest likely remedies	Form and training
	• Be able to estimate/measure dimensions accurately on the metric scale.	Training
	• Be familiar with industry standard survey methodology. (DETR and BRE)	Form and training
	• Have hands-on experience of house condition surveys	Form and training
	• Be aware of the importance of IT and it's applications in our field. (Spreadsheets, databases, appointments, SMS etc.)	Form and training
	• Have a relevant qualification e.g. CIEH, CIH, RIBA, RICS, CIOB, HND Building, City and Guilds Certificate (relevant discipline)	Form
	• Have an awareness of housing legislation, particularly relating to fitness for human habitation, houses in multiple occupation.	Form and training
	• Be aware of the functions, structure and attitudes of Local Authorities and other publicly funded bodies.	Form and training