

Job Description

Job Title: Property Inspector

Job Purpose: Working as part of the Facilities and Health & Safety Department to complete property inspections. Supporting Julian House to maintain and enhance the condition of their property portfolio.

Key Duties and Responsibilities:

- To complete property inspections for all properties where Julian House has a management responsibility.
- Julian House manages approximately 140 properties across the South West of England. These are pre-dominantly residential properties but also include hostels, retail shops and offices. These properties need to be inspected annually by the Property Inspector, but with occasional support provided by the H&S Officer.
- To complete accurate reports on the condition of Julian House property stock. Ensuring that relevant legal standards regarding stock condition and safety are maintained.
- To provide accurate property inspection reports on the compliance of the property, ensuring that each building meets the applicable safety standards and contributing to maintaining 100% safety and compliance across the portfolio.
- To be able to rely on sound understanding of compliance/ safety risk so that risk is escalated to Line Manager when required, or to be willing to develop this awareness with support from the Line Manager and open to training where required.
- Ensure recommendations in reports are proportionate and targeted, ensuring applicable standards are achieved within budgetary constraints.
- Able to work independently, arranging inspections with other teams and coordinating their own diary when required.
- To be responsive and able to attend properties on short notice when requested by the Line Manager.
- To attend new sites which Julian House have recently on-boarded, completing inspections to establish works required before the property can be let. Ensuring that properties are always ready to let within 21 days of the legal agreement being signed.
- To complete 'off boarding' inspections, comparing the condition of the property against the inventory and producing reports to ensure all works Julian House are responsible for are identified and completed before handover and achieving this within the relevant time constraints.
- Review buildings against previous inspections and risk assessments to confirm whether all actions have been completed.

- To ensure inspection reports are submitted on time, ensuring that KPI targets are consistently met.
- To meet KPI targets on the number of inspections completed each week and consistently meet all other KPI targets.
- Upon completing property inspections, uploading inspection findings to the applicable management system, setting realistic and proportionate deadlines for these actions and monitoring/ managing the progress of these actions.
- To work closely with the maintenance team in the process of completing the actions resulting from property inspections.
- To support with the delivery of training of other members of staff on Property/ Housing Management to help develop this knowledge and these skills across the organisation.
- To work with the Maintenance Manager in developing more efficient systems for the maintenance of Julian House stock through the inspection process.
- To ensure the interests and variance of the client group Julian House supports are accounted for and respected.
- To maintain a good working awareness of the balance of responsibilities between landlords, tenants and building occupiers.
- To maintain and foster good working relationships with key stakeholders: internal teams, residents and landlords.

Person Specification:

Skills:

- Excellent attention to detail and accuracy
- Knowledge on compliance framework for buildings
- Ability to prioritise and time management skills
- Calm in stressful situations
- Excellent report writing skills
- Ability to work well with people of diverse backgrounds and varied support needs
- Good planning and organisational skills
- Proven influencing, persuading, coaching and negotiating skills
- Highly collaborative, co-operative and supportive team player

Experience:

- At least 1 year experience in property management. [Essential]
- Experience of working in the supported housing sector. [Desirable]

Qualifications:

- Full valid UK driving licence and access to a vehicle with appropriate business insurance and willingness to use for work purpose and travel across the region with occasional overnight visits.