

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

ASSET MANAGEMENT SURVEYOR

ERN06695

EXTERNAL

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This Recruitment Pack should contain all the information you require to complete your application.



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DEPARTMENT:	Environment
JOB TITLE:	Asset Management Surveyor
JOB STATUS:	Full Time
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	10
HOURLY RATE:	£23.95 - £26.65
ANNUAL SALARY:	£43,706 - £48,633
HOURS PER WEEK:	35
LOCATION:	Barrhead Council Offices/ *Hybrid Working

East Renfrewshire Council's Housing Services are looking to recruit a talented and committed individual to the position of Asset Management Surveyor. Working days will be Mondays to Friday.

The successful candidate will lead, develop, manage, monitor and/or undertake stock condition / SHQS / EESSH / EPC surveys. The post will also take a lead in the effective development, management to monitor and implement ERC Housing's Asset Management IT system (APEX).

The post-holder will assist with and/or undertake the preparation, delivery and monitoring of capital programmes and other Housing Services contracts, and will be a central point of contact for internal, external contractors and other Council departments in relation to capital works.



*Hybrid employees are considered workplace based first, but they will have a level of flexibility to work from home up to 40% of their working week, if it is not to the detriment of their current tasks, team requirements or service needs.

This post is considered Regulated Work with Children and Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children and protected adults. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note – East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Employability Support – Work East Ren – For further support on completing job applications, East Renfrewshire residents can access free support from our employability team Work East Ren. They can also provide general support with other employability matters. Please contact Work East Ren on 0141 577 8438, email worker@eastrenfrewshire.gov.uk or visit the website <https://www.workeastren.co.uk/>



Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)

Recruitment Dates

Closing date for applications: midnight on Sunday 15 November 2026

Shortlist date: Week commencing 16 November 2026

Interview date: 24 November 2026 (PM) & 25 November 2026 (AM)

If you would like an informal discussion about the post, please contact Victoria Maitland, Lead Officer (Property & Capital), on 07741767320 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme



Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.



Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here

- <https://www.eastrenfrewshire.gov.uk/careers>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:

<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



JOB DESCRIPTION



Department: Environment

Division/Section: Housing Services

Job Title: Asset Management Surveyor

Responsible to: Lead Officer (Property & Capital)

Grade: 10

Purpose of the Role: The purpose of the post is to provide building surveying services to the Council's Housing Services.

The post-holder will lead, develop, manage, monitor and/or undertake stock condition / SHQS / EESSH / EPC surveys. The post will also take a lead in the effective development, management to monitor and implement ERC Housing's Asset Management IT system (APEX).

The post-holder will assist with and/or undertake the preparation, delivery and monitoring of capital programme and other Housing Services contracts.

Responsibilities

- To provide all building surveying services to Housing Services including identifying cause(s) of building defects / failures, assessing and managing remedial options and providing design and specification advice to Maintenance Officers and contractors to resolve defects
- Assist with the management and inspection of asbestos, legionella and any other building related health and safety issues in ERC's housing stock.
- Undertake EPC surveying and issue EPCs
- To lead, develop, manage, monitor and/or undertake full stock condition / SHQS / EESSH / EPC / single element surveys



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- Assess need for full stock condition surveys as required to ensure that the stock data held in APEX is adequate for the purposes for which it is held
- Conduct and manage condition surveys of the council housing stock and related assets ensuring compliance with current legislation and regulations and assisting in the preparation of financial forecast and whole life cost profiles
- To ensure that key information is available to allow measurement and monitoring of milestones towards SHQS / EESSH achievement; providing reports as required for the Scottish Housing Regulator and others
- To be the lead officer on ERC's Housing's Asset Management IT system (APEX) and, working with colleagues, manage and monitor the system, including identifying data errors and coordinating data cleansing.
- Develop and generate reports from APEX to assist in Housing Service's asset management and capital investment programme development and stock condition / SHQS / EESSH reporting, and enable others to use these reports.
- Roll out an understanding of, and ability to use, APEX, including hand held devices for capturing data, across Housing (and other) Services to ensure data is constantly being maintained / improved and the valuable resource it can provide is used to improve efficiency.
- Audit and analyse stock condition information and the provide feedback on deficiencies
- Upload and download information in relation to stock conditions to/from APEX and assist with the interrogation of data
- Assess APEX's capacity and introduce new modules to continually improve our use of the system in managing our housing assets
- Assess and implement improved interlinking between APEX and other IT systems used by Housing Services
- Assist in the preparation of programmes of capital investment and other work
- Assist with and/or undertake the monitoring of works in relation to cost, performance and quality up to and including undertaking clerk of works functions
- Undertake relevant project related resident liaison (tenants and owners) for those involved in or affected by improvement, maintenance or repair works being planned or undertaken by Housing Services

- Provide advice to Housing Services on designs and specifications generally
- Assist with the development of our briefs to internal and external consultants to ensure that what is undertaken meets Housing Services' needs in the short, medium and long term
- To assist with the development of better contractor management including the development of performance indicators for contractors
- Undertake option appraisals where decisions have to be undertaken on the most appropriate action to be taken on a building
- Manage the work of external consultants, which could be up to a contract value of £250k including but not limited to feasibility and option appraisal, design and specification, tender/quick quote preparation, procurement (either directly or through Public Contracts Scotland), contract management, practical completion and defects liability period management.
- Develop and where appropriate assist in the procurement, delivery and monitoring of cyclical maintenance programmers.
- Assist in identifying and securing any external funding available for Housing projects (e.g. ECO, HEEPS, FIT, Historic Scotland)
- Co-ordinate the writing and monitoring of the Housing Asset Management Plan (HAMP) for the Council's housing stock and related assets, including writing the parts of the HAMP that relate to the post holder's area of responsibility
- Keep the HAMP under review and amend/update it as necessary on at least an annual basis to ensure it remains relevant and valid.
- To liaise with key stakeholders, including third sector organisations and other local authorities to understand opportunities to learn and share best practice in relation to the management of homeless support
- To ensure effective communication with other housing teams and appropriate parts of the council
- To ensure the implementation of the council's health and safety policies and the compliance with all statutory requirements to ensure the health, safety and welfare of employees, the general public and others

- Support the wider transformation and change programmes of work within the service and contribute towards continually improving how things are done, embracing digital transformation and new ways of working
- To take personal responsibility for the good use of the council's resources appropriate to the job level and work area
- Contributes to ensuring that council policies, statutes and government legislation are upheld within their service
- To take responsibility for the development and implementation of their own personal development plan and own continued professional development in those areas relevant to the role within the Council.
- Deputise for the Lead Officer, as required
- To undertake other duties from time to time which are not specified above, which are commensurate to the grade and under the direction of the post's line manager or other members of the Senior Management Team



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Ambition



Kindness



Trust

PERSON SPECIFICATION

POST OF:	Asset Management Surveyor	DEPARTMENT:	Environment
GRADE:	10	SERVICE:	Housing Services
ATTRIBUTES	ESSENTIAL	DESIRABLE	
Professional/Educational Qualifications or Equivalent Work Experience	Degree in Building Surveying (or equivalent)	Chartered Surveyor (RICS or equivalent professional body) Relevant ICT qualification Qualified to issue EPCs or be able and willing to gain qualification (at council's expense) Evidence of continuing professional development	
Relevant Work/Other Experience/Skills	Extensive professional experience in the field of determining the condition of existing buildings, identifying and analysing defects and remedies / proposals for repair; Experience of managing and undertaking stock condition surveys Manipulating and analysing data from asset management databases Specifying, procuring and managing building repair, maintenance and renewal contracts Strong organisational skills and an eye for detail	Professional experience advising on management and supervision of maintenance of buildings Management of asbestos, legionella and other building related health and safety issues Management and development of asset management databases Capital programme development and implementation Undertaking option appraisals	

	Excellent IT skills, including the use of asset management, housing related systems Analytically minded, with strong problem-solving skills Interpersonal and communication skills, both written and oral Good experience of letter and report writing	Identifying and securing external funding Experience of undertaking resident liaison Interest in and firm knowledge of the built environment Skilled in the use of Microsoft Office packages e.g. Word, Excel and Power-point
Personal Qualities/ Behaviours	Ability to engage and communicate with a range of stakeholders Ability to work to own initiative, and with minimal supervision A team player who support and works towards a common goal and objective A high level of reliability and personal integrity Recognise, report and provide solutions to problems using procedures and initiative Displays initiative and forward thinking in all areas of work and seizes opportunities to positively influence situations with diplomacy and sensitivity Uses own initiative to seek guidance and / or assistance if goals or deadlines are threatened or additional skills and experience are needed	