



SURVEYING TECHNICIAN APPRENTICE (BUILDING FACILITIES)

The Wrekin
Housing Group

Job Description and Person Specification
April 2025

The Wrekin Housing Group

Surveying Technician Apprentice

Responsible to:

Job Purpose:

- To train as part of the team to assist in the provision of carrying out a diverse range of tasks with the direction of a line manager or a mentor
- To gain knowledge, skills, and competency required to pursue a career in property compliance
- Actively participating in the apprenticeship learning programme and completing specific external and in-house training

What will you gain:

- On-the-job training and mentorship from experienced professionals
- A nationally recognised qualification through a surveying technician apprenticeship
- Practical experience in a real working environment, developing key skills
- Career progression opportunities upon successful completion of the apprenticeship
- A supportive and welcoming team that values compassion, commitment, and collaboration

Key responsibilities:

- Working in the office and travelling to other locations as needed
- Adherence to health and safety procedures
- Being diligent and punctual in all tasks
- Assisting in the collection of compliance information from inspections or service visits to buildings and equipment items
- Assisting in updating compliance critical data on the mainframe dashboard system
- Assisting the team in obtaining and providing compliance information pertaining to the group portfolio during meetings with other professionals, customers, and others
- Assisting in the gathering, updating, and recording of data pertaining to buildings in the Group's portfolio for technical and compliance purposes
- Assisting in contract management work tasks related to the area of practice, such as customer liaison/communication, inspections, valuations and contract meetings
- Assisting in the completion of costings, valuations, and/or measurements using data collected
- Contributing to a safe working environment for themselves and others
- Assisting in the execution of condition surveys and other property surveys
- Assisting in the coordination of procurement exercises across the team

Training:

- Attend college regularly, including extended hours if required
- Participate in training with a positive attitude
- Complete extra work if needed for your qualification

General Responsibilities:

- Follow company policies, including health and safety and equal opportunities
- Support the Group's mission and focus on improvement
- Take responsibility for learning and sharing knowledge
- Deliver excellent customer service and work towards performance goals

Person Specification

Survey Technician Apprentice

Qualifications:

- The entry requirement for the apprenticeship will typically be five GCSEs at Grade C or higher including Mathematics and English, or a Level 2 apprenticeship in a construction / property related discipline. Apprentices aged 16-18 without GCSE Grade C or higher in Mathematics and English will be required to achieve Functional Skills in English and Mathematics at Level 2 as part of the apprenticeship.

Skills, knowledge, and experience:

- The candidate will be able to communicate clearly with a range of people including but not limited to teams; tenants; leaseholders; suppliers; and contractors
- A commitment to learning and development
- Excellent interpersonal, organisation and planning skills
- Accuracy and attention to detail
- Ability to work systematically
- Must be computer literate with the ability to use Microsoft Office, Word, and Excel.
- Adheres to and promotes the Group's business values
- Deals with customers and colleagues with commitment, integrity and respect
- Recognises and respects the individual value of all employees. Adopts an open, flexible and receptive approach to working with others
- Produces accurate and high-quality work. Strives for quality and timely delivery of objectives, uses initiative and consults with manager where required and demonstrating initiative and resilience where required
- Articulates opinions and information confidently and clearly. Actively listens to the communications of others
- Supports and shares information with team colleagues, actively participating in decision-making and problem solving to improve services
- Assists in identifying problems, offering appropriate ideas/solutions to resolve them
- Plans individual work tasks to meet deadlines. Keeps manager and other involved parties informed of progress
- Demonstrates judgement and the ability to contribute to decision-making at a local level. Seeks advice and information when appropriate
- Current driving licence is desirable

Competencies to achieve:

- Supports and shares information with team colleagues, actively participating in decision-making and problem solving to improve services
- Assists in identifying problems, offering appropriate ideas to resolve them and displaying a 'can do' approach to work tasks
- Plans individual work tasks to meet deadlines. Keeps manager and other involved parties informed of progress
- Demonstrates judgment and the ability to contribute to decision-making at a local level. Seeks advice and information when appropriate
- Is aware of main company objectives, demonstrating flexibility in task management and priorities as required. Contributes ideas to facilitate change and improve services