

Job Description

Property Surveyor Apprentice.

Department: Asset Management

Direct Supervisor: Surveying Team Leader

Location: In office (Craven Arms) and remote working with travel to support customer requirements.

1. Job purpose

- To support the Asset Management team in delivering high-quality, safe and sustainable homes by assisting with property condition surveys, energy efficiency assessments, stock data collection, and minor works support.
- The postholder will gain practical experience across housing asset management activities while working towards the Construction Support Technician Level 3 Apprenticeship.

2. Dimensions

- 35 hours per week
- 27 month apprenticeship programme
- Salary: £23,195.72 per annum, increasing to £24,546.22 on completion of 1 year
- Role involves office-based and site based working across Shropshire and Herefordshire
- Frequent travel to properties and sites is required.

3. Key objectives/performance measures

- Assist with property condition surveys across housing stock
- Support energy efficiency assessments and stock condition data collection
- Maintain accurate records using digital asset management systems
- Support minor works and help monitor whether works are delivered to the required standards
- Liaise effectively with residents, contractors and internal teams
- Develop knowledge of construction, building maintenance, health and safety, contract processes and building regulations
- Assist in investigating defects and property-related issues
- Successfully work towards completion of the Construction Support Technician Level 3 Apprenticeship.

4. Skills and experience required

- Interest in developing a career in surveying, construction or housing asset management

- Ability to work both on-site and in the office
- Good communication skills with the ability to liaise with residents, contractors and colleagues
- Ability to gather, record and manage data accurately
- Willingness to learn how to interpret technical information
- Organised approach to supporting project planning and budgeting activity
- Commitment to safe working practices and high standards of service delivery.

5. Qualifications

- Working towards Construction Support Technician Level 3 Apprenticeship
- GCSE Maths and English at Grade C/4 or above desirable
- Full UK driving license, or working towards obtaining one, with access to a vehicle.

6. Key relationships

- Asset Management team
- Residents / customers
- Contractors
- Internal teams across the organisation
- Apprenticeship training provider / assessor.

7. Organisation chart

Reporting to: Surveying Team Leader

Direct reports: None

8. Standard requirements applicable to all roles

- Flexibility to undertake duties that reflect the scope and level of the role.
- Commitment to personal development and learning activities.
- Uphold Connexus' customer-focused values.
- Act as a Connexus ambassador.
- Ensure compliance with the Data Protection Act 2018, UK GDPR, and internal policies.
- Promote and practice equality, diversity, health and safety, and safeguarding principles.
- Maintain high data quality and follow data management protocols.