

JOB OUTLINE

Dept: Development and Housing		Section: Housing Grants
Post No: DEPH03003	Designation: Disabled Adaptations Surveyor	Grade: 9

Purpose of Job: To assist the Grants Team Leader in a range of duties primarily relating to the delivery of Disabled Facilities Grants. This involves visiting properties, surveying and identifying required adaptations, drawing up plans and specifications as necessary. The post holder will need to liaise with clients, their families, occupational therapists and contractors as necessary.

Main Duties/Responsibilities:

- To undertake visits to domestic dwellings in order to assess and survey the properties in relation to the provision of disabled adaptations
- To prepare plans, specifications and schedules of work for the above adaptations
- To examine estimates, tenders and price specifications in connection with Disabled Facilities Grants to ensure expenditure represents value for money
- To prepare the necessary documentation to enable approval, interim and final payments in connection with grants to be made in accordance with corporate financial processes and procedures
- To advise and liaise with clients, their families, occupational therapists and contractors on the required works and the grants process
- To act as Trusted Assessor for non - complex disabled facilities assessments, making prescribing decisions on client need in lieu of an occupational therapy assessment
- Under the direction of the Team Leader , to contribute to project elements as part of the Council's work to promote improvements in home energy efficiency.
- Very occasional out of hours working may be required, for which reasonable notice will be given in all but emergency situations.

NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote equality and all employees must be aware of that duty and work to the Council's equality standards.

In addition, other duties at the same level of responsibility may be allocated at any time

