



# Recruitment Pack

Stock Condition Surveyor  
SCS/06/26



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# Working for NB Housing

Great work deserves great rewards. From competitive pay and flexible working arrangements to volunteer leave and support for your career ambitions, we're here to support you. We offer everything you need to thrive in your role while making a meaningful impact beyond work.



## Competitive Salary

Competitive salary bands with annual increases to ensure you reach the top of the salary band. For this post the salary is: £40,000 - £44,000 (pending review)



## Pension Scheme

Generous optional contributory pension scheme at employer contribution of 15.5%



## Leave Entitlement

Full-time staff enjoy a minimum of 23 days' paid annual leave each year, plus 12 statutory leave days. To say thank you for your commitment, we also add an extra five days' leave once you reach five years' service.



## Private Healthcare

We offer workplace private healthcare to help you look after your health and wellbeing, giving you peace of mind when you need it most.



## Learning & Development

We invest in our people and support them to grow. We offer a variety of learning, development and secondment opportunities, alongside hands-on experiences like shadowing and trying new roles. We also encourage personal development, helping colleagues build their skills and achieve their goals as we work towards our shared ambitions.



## Agile Working

Agile working gives you the flexibility to split your time between the workplace and another location, such as home or a different office. Where a role is suited to agile working it will be agreed by both the relevant Director and the employee. This approach helps support a healthier work-life balance while still meeting the needs of the organisation.



## Work Life Balance

We offer a range of flexible working options where business needs allow. Flexible working helps employees shape a working pattern that suits their individual needs, supporting a better balance between work and life. We also offer a flexi-time system that allows employees, subject to certain conditions, to vary their working hours.



## Occupational Sickness Scheme

Our Occupational Sickness Scheme is there to support you if you're unwell and unable to work. It's designed to help you feel cared for and supported during your recovery, so you can take the time you need while staying connected to the organisation.



### Work & family friendly policies

We offer a range of work and family-friendly policies to help you balance work with life's commitments, so you can feel supported both at work and at home.



### Birthday Leave

We offer birthday leave so you can celebrate your special day your way. It's our little thank-you, because everyone deserves a day off to enjoy their birthday.



### Time off for volunteering

We value volunteering and will consider requests for time off on a case-by-case basis, with approval from management.



### Employee Assistance Programme

Our Employee Assistance Programme offers confidential support whenever you need it. From emotional wellbeing and everyday challenges to practical advice, help is always available to support you and your wellbeing both in and outside of work.



### Housing Perks

Housing Perks is a handy app for both staff and tenants, offering great discounts on everyday shopping.



### Long Service Award

We love to celebrate long service. Staff who reach 10 and 20 years with the Association are recognised with an award, as a thank-you for their loyalty and commitment.

## Key Information

- The closing date for this post is 3<sup>rd</sup> July 2026 at 12 noon
- CVs should be returned via post to Gatelodge Office, 8 Flax Street, Belfast, BT14 7EQ, or by email to [info@nb-housing.org](mailto:info@nb-housing.org).
- CVs received after this time will not be considered.

Again, we would like to thank you for your interest in NB Housing and wish you every success.

NB Housing is an equal opportunity employer

# About NB Housing

NB Housing is a registered social housing provider created in 2014 after the merger of two community-based housing associations in North Belfast. We currently manage approximately 1,200 homes and our portfolio extends to supported housing, housing for the elderly and general family accommodation.

We are a not for profit business with charitable status led by a voluntary Management Board. We employ 50 staff including support staff within our supported housing schemes, caretaking service staff and head office staff. Our main area of operation is North Belfast but we have extended our activity to seek development opportunities across Northern Ireland. At NB Housing we are passionate about the role we play in society and believe our Vision, Mission and Values is what makes us.



## Vision

To provide quality, affordable, sustainable homes and support to all NB Housing tenants.

## Mission

To provide homes where people feel safe, supported and respected.

### Values



#### Respect

We act with fairness and integrity in all our interactions with others, treating employees, customers, and stakeholders with dignity and worth. Everyone will take ownership of their actions, do the right thing, and foster a culture of trust and positive employee morale.



#### Impactful

We achieve sustainable quality of life improvements for our tenants. We are proactive in achieving positive impacts for individuals and lasting positive changes for people and places. Opportunities to innovate and to have greater impact are welcomed.



#### Togetherness

We are proactive in providing opportunities for people to engage with us and help us improve our services. We will collaborate effectively with each other internally and externally to provide safe, sustainable homes that meet the needs of our tenants.

# Our Governance and Senior Executive Structure

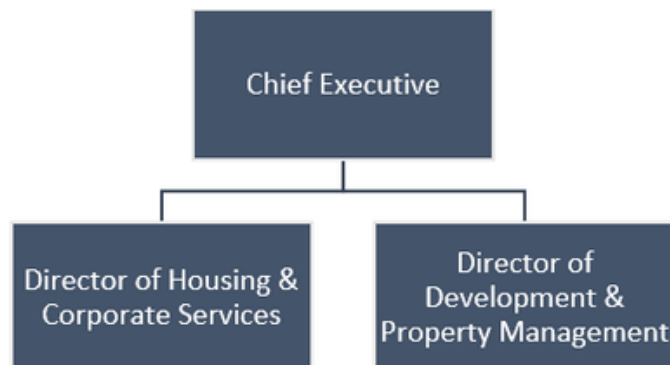
Our aim is to ensure that the governance of NB Housing complies with the requirements of the law, relevant regulators, and best practice. NB Housing is managed by 12 Voluntary Board Members from various professional and social backgrounds who meet regularly to govern the affairs of the Association.

The Board is supported by the Senior Management Team who is led by the Chief Executive.

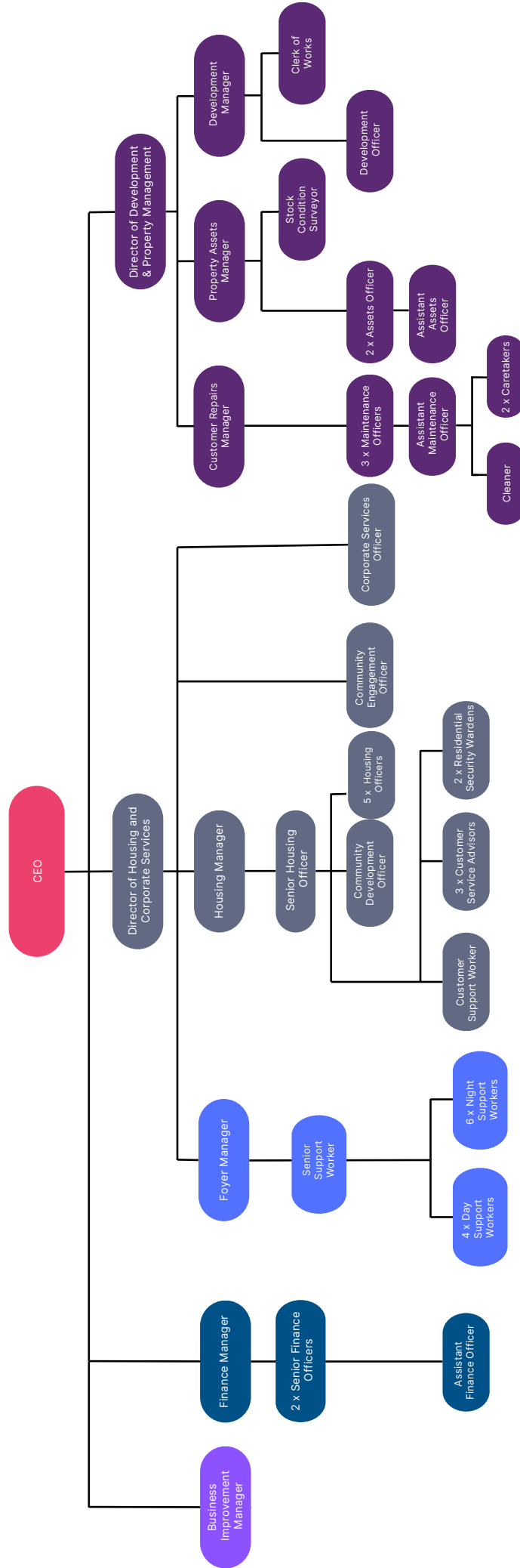
## Board & Subcommittee Structure



## Senior Management Team Structure



# Our Staff Structure



# Job Description

## Job Summary

This role is responsible for assessing the condition of properties within the association's portfolio. This includes performing surveys, compiling detailed reports on the state of the properties, and providing recommendations for maintenance, repair, or replacement. The aim is to ensure the properties meet required standards and to inform future investment and maintenance strategies.

## Key Tasks

### Property Inspection & Surveys

- Conduct comprehensive surveys on housing stock, including internal and external inspections and record onto the asset management system as follows:
  - Validation surveys on stock condition surveys and information that has been undertaken by internal/external surveyors, consultants, contractors, partner organisations or others.
  - Assess Secure by Design requirements in existing stock to identify improvements
  - Assess compliance with Decent Homes Standards
  - Assess Disability Access
  - Provide recommendations to improve thermal qualities and move towards net zero
  - Complete surveys to properties with damp, collate database and progress recommendations.
- Assess the condition of various building components, such as roofs, walls, windows, doors, and essential services (e.g., plumbing, electrics, heating). Compile planned investment and budget requirements to meet decent homes standards or equivalent over the short, medium and long term.
- Identify and record instances of disrepair, potential hazards, or non-compliance with safety regulations.

### Data Collection & Reporting

- Use mobile technology and surveying software to capture data on-site and update the housing association's asset management database.
- Prepare detailed survey reports, including photographs and clear recommendations for future works. Prepare floor plans and elevation drawings
- Estimate the lifecycle of building components and advise on the urgency of required repairs or replacements.

### Compliance & Safety

- Ensure that all surveys are conducted in accordance with health and safety regulations and statutory obligations, regulatory requirements, including housing health and safety rating systems.

- Identify any compliance issues related to fire safety, gas safety, electrical testing and legionella and asbestos and ensure appropriate action is taken.

### Collaboration & Communication

- Work closely with the asset management team, maintenance contractors, and other internal departments to ensure that the property portfolio remains compliant and well-maintained.
- Liaise with tenants and contractors to coordinate access to properties and ensure minimal disruption to occupants during surveys.
- Present findings and recommendations to senior management and assist in long-term planning for repairs and upgrades.
- Contribute to reviews of service and carry out technical investigations, providing technical advice and feasibility studies for appropriate building projects ensuring compliance to appropriate standards.

### Asset Planning

- Contribute to the development of long-term investment strategies for the housing stock by identifying key areas for improvement.
- Provide data and analysis to support decisions around budgeting, capital works planning, and resource allocation.

### General

- Ensure all activities are conducted in accordance with the Company's Health and Safety and Equal Opportunities Policy.
- Adhere to the rules of NB Housing in relation to Section 75 and equality of opportunity
- To promote the organisations Mission, Values (Togetherness, Respect and Impactful), Aims and Objectives
- To maintain professional boundaries and confidentiality within the Association
- To attend staff meetings, training, forums, which may occur outside normal working hours
- To participate in Performance Reviews and supervision sessions
- Actively promote the operations of the Association and maintain and develop links with outside agencies, ensuring the best interests of the Association are promoted at all times
- Adhere to policies and procedures as contained within Staff Handbook
- Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation.
- Carry out any other duties as may be reasonably expected from time to time that are within the competence of the post holder and conducive to the effective delivery of the role and success of the Association.

Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary.

# Personnel Specification

Specification	Essential	Desirable
Qualifications	3rd level education in Building Surveying or a similar discipline	Professional Membership of CIOB/RIBA/RICS/MCIH UKATA Asbestos Awareness or equivalent Level 2 Electrical Safety Awareness, Gas Safety Awareness and Legionella Awareness or equivalent Decent Homes Standard RDSAP Data Collection Housing health and safety rating systems (HHSRS)
Job Experience And Training	<p>Minimum of 1 year's demonstrable working experience preferably undertaking stock condition surveys in a social housing setting.</p> <p>Technical Skills:</p> <ul style="list-style-type: none"> <li>• Proficiency in using asset management systems and surveying software.</li> <li>• Strong knowledge of building construction, maintenance standards, current planning and building regulations and keeping up to date with new developments.</li> <li>• Excellent report writing skills and the ability to convey technical information to both technical and non-technical stakeholders.</li> <li>• A proactive approach to keeping up to date with developments in the sector with regards asset management and investment works.</li> </ul> <p>Key Attributes:</p> <ul style="list-style-type: none"> <li>• Attention to Detail: Ability to spot potential issues and make accurate condition assessments.</li> <li>• Problem Solving: Proactive in identifying solutions to maintenance and compliance issues.</li> <li>• Organisational Skills: Able to manage time effectively and prioritize multiple inspections and reporting tasks.</li> <li>• Customer Focus: Sensitive to tenant needs and able to communicate effectively with a diverse range of residents</li> </ul>	<p>Experience of working within a Housing Association</p> <p>An understanding of the needs of social housing tenants.</p> <p>Evidence and experience of Housing Association Guide and in the provision of new social housing dwellings</p>

Specification	Essential	Desirable
ICT Skills (Must Demonstrate on Application)	Computer Literacy: A good working knowledge of Microsoft Office packages including Word, Excel and Outlook	
Special Skills / Aptitudes	<p>Practical experience of delivering a front facing customer focused service.</p> <p>Possess good written and verbal communication skills.</p> <p>Ability to organise and prioritise workload.</p> <p>Ability to use initiative and work with limited supervision.</p> <p>Be able to demonstrate a methodical approach and attention to detail.</p> <p>Awareness of confidentiality.</p>	<p>Experience of Investors in People standard.</p> <p>Has experience in adopting excellent customer service initiatives and is proactive in identifying solutions to customer facing problems.</p> <p>Applies a professional approach to ensuring good customer service.</p> <p>Practical experience of delivering a front facing customer focused service.</p>
Disposition	<p>Approachable</p> <p>Shows common sense and initiative</p> <p>Vigilant</p> <p>Good Team player</p>	
Personal Circumstances	<p>Accessible to location</p> <p>Current valid driving licence and access to private transport</p> <p>Flexibility to work outside normal working hours when required</p>	
Embracing Change	Contributes positively to change and recognises the positive impact of change on individuals and the team. Is flexible and positively accepts change.	
Customer Focus	Has experience in adopting excellent customer service initiatives and is proactive in identifying solutions to customer facing problems. Applies a professional approach to ensuring good customer service. Practical experience of delivering a front facing customer focused service.	

Specification	Essential	Desirable
Team Working, Communicating & Influencing	<p>Breaks down barriers that impact effective team working.</p> <p>Optimises the use of the pool of knowledge and embraces a learning culture.</p> <p>Has effective interpersonal communication skills and experience of report writing.</p> <p>Promotes a positive working culture which aligns with organisational behaviours and values.</p>	
Others (specified)	<p>General awareness of health and safety regulations (including fire).</p> <p>Awareness of Data Protection</p>	<p>Is familiar with the requirements of the General Data Protection Regulations and is experienced in providing a confidential service to customers and in managing their personal information in a confidential manner.</p>



# Contact Us



**Website**

[www.nb-housing.org](http://www.nb-housing.org)

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**Phone**

028 9059 2110

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**E-mail**

[info@nb-housing.org](mailto:info@nb-housing.org)

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**Facebook**

@nbhousing

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