



JOB DESCRIPTION

JOB DETAILS

JOB TITLE: Estates Surveyor and Health & Safety Lead

HOURS: 40 hours per week

REPORTING TO: CEO

BASE: Regional

JOB SUMMARY

The Estates Surveyor and Health & Safety Lead is accountable for the effective management, maintenance and improvement of Athena Care Homes' property portfolio. The role provides professional estates surveying advice, takes ownership of planned and reactive works, and leads the organisation's health and safety arrangements to ensure that all homes provide safe, compliant and well-maintained environments for residents, colleagues and visitors. Working closely with the Regional Director, Home Managers, maintenance teams, contractors and senior leaders, the post holder will take ownership of and be accountable for maintaining buildings and grounds to a high standard, ensuring statutory compliance, managing property-related risks and budgets, and delivering capital projects across the group.

JOB SPECIFIC RESPONSIBILITIES

Estates Surveying and Property Management

- Undertake regular condition surveys and inspections across Athena Care Homes, identifying defects, compliance risks and priorities for repair or investment.
- Prepare clear schedules of work, specifications, cost estimates and recommendations for planned maintenance, refurbishment and capital projects.
- Maintain an accurate asset, condition and statutory compliance record for each home, supporting the development of prioritised lifecycle and capital plans.
- Support Home Managers and Maintenance Operatives with day-to-day property matters, technical advice and the timely resolution of defects.
- Monitor planned preventative and reactive maintenance to minimise disruption, protect asset value and maintain safe, comfortable environments.

Compliance and Health & Safety

- Act as Athena Care Homes' lead adviser for health and safety, promoting a positive and proportionate safety culture across all locations.
- Maintain and review health and safety policies, procedures, risk assessment arrangements and compliance systems in line with applicable legislation and recognised good practice.

- Take ownership of Athena Care Homes' health and safety framework, ensuring audit findings and agreed actions are recorded, assigned, actively managed and completed within required timescales.
- Plan and undertake health and safety audits, site inspections and compliance reviews, reporting significant risks and trends to senior leaders.
- Provide competent advice on fire safety, asbestos, legionella, electrical and gas safety, lifting equipment, work equipment, contractor control and other property-related statutory requirements.
- Support the investigation of accidents, incidents and near misses, identify learning and monitor resulting actions.
- Maintain accurate records of inspections, risk assessments, certificates, remedial actions and maintenance schedules, escalating overdue or high-risk matters promptly.
- Develop and deliver proportionate health and safety guidance, briefings and training for managers and colleagues.

Budget and Resource Management

- Support the preparation and management of estates, maintenance and capital budgets, providing accurate forecasts and cost information.
- Monitor expenditure, challenge variances and identify opportunities to improve value, efficiency and whole-life cost.
- Obtain and evaluate quotations and tenders in accordance with Athena's financial and procurement requirements.

Project Management

- Manage assigned refurbishment, compliance and capital projects from initial brief and survey through procurement, delivery, handover and completion.
- Coordinate consultants, contractors, Home Managers and internal stakeholders to deliver agreed scope, quality, programme and budget.
- Monitor project risks, progress, costs and quality, providing concise reports and escalating material issues promptly.
- Ensure works are planned and delivered with minimal disruption to residents and care services.

Team Leadership and Collaboration

- Provide practical guidance and technical support to Home Managers and Maintenance Operatives across multiple locations.
- Build effective working relationships with operational, quality, finance and procurement colleagues to support safe and consistent service delivery.
- Identify recurring issues, training needs and opportunities to standardise good practice across the estate.
- Provide clear reports, assurance and recommendations to the CEO and senior leadership team.

Sustainability and Environmental Responsibility

- Drive sustainability initiatives, including energy efficiency and waste reduction measures.
- Monitor energy usage and implement strategies to reduce costs and environmental impact.

Vendor & Contractor Management

- Appoint, induct and monitor competent contractors and consultants, ensuring suitable insurance, qualifications, risk assessments and method statements are in place.
- Review supplier performance, quality, safety, responsiveness and value for money, addressing shortfalls promptly.

- Ensure contractor activities are coordinated with each home and safely managed around residents, colleagues and visitors.

PERSON SPECIFICATION

	Essential Criteria
Qualifications/Education	• Relevant professional qualification in building surveying, construction, estates or facilities management, or equivalent demonstrable experience. • Recognised health and safety qualification, such as NEBOSH General Certificate or equivalent. • Membership of a relevant professional body is desirable.
Experience	• Significant experience in estates, building surveying, facilities or property management across multiple sites. • Practical experience of leading health and safety compliance, audits, inspections and risk management. • Experience of preparing specifications, managing contractors and delivering planned maintenance, refurbishment or capital projects. • Experience within care, healthcare or another regulated environment is desirable.
Skills/ Knowledge	• Strong working knowledge of property compliance, health and safety legislation, risk management and contractor control. • Ability to assess building condition, diagnose defects, prioritise remedial work and communicate technical matters clearly. • Strong project, budget, record-keeping and report-writing skills. • Competent user of Microsoft Office and property or maintenance management systems; knowledge of FaultFixers is advantageous. • Full UK driving licence and ability to travel regularly between Athena Care Homes.
Personal Qualities	• Confident, credible and able to influence managers and contractors while maintaining constructive working relationships.

	• Organised and self-motivated, with the ability to manage competing priorities across multiple locations. • Practical, analytical and solutions-focused, with sound judgement and attention to detail. • Committed to resident wellbeing, continuous improvement and Athena Care Homes' values.
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This job description reflects the current main organizational priorities for the position. These priorities may develop and change in consultation with the post holder in line with needs and priorities of the business.

Please sign to confirm that you meet the essential criteria set out above and accept the responsibilities and requirements of the Estates Surveyor and Health & Safety Lead role.

Post holder's name:

Post holder's signature:

Date: