**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **Post Title:** Graduate Surveyor | **Director/Service/Sector -** Corporate Resources – Strategic Estate Management | **Office Use** |
| **Grade:** 5 | **Workplace:** County Hall - Morpeth | JEref: 2793HRMS ref: |
| **Responsible to:** Team Manager - Strategic Estate Management | **Date:** March 2014 | **Management Level:** |
| **Job Purpose:** Contribute to the management of the Council’s property portfolio and Estate Transformation Programme, whilst continuing to study for a formal professional or post graduate management qualification and building an evidence base for development of self and future service delivery.  |
| **Resources** | Staff | None. . |
| Finance | Responsibility for handling payments, raising orders or processing invoices in a particular area of work. To assist in negotiation of variety transactions including |
| Physical | To assist with the maintenance and operation of key corporate information systems, and project management tools ensuring careful use of allocated tools and equipment.  |
| Clients | Under supervision - elected members, committees, sub committees, working groups, services and related bodies. |
| ***Duties and key result areas:**** Provide a professional property service in relation to the management of the Councils property portfolio, including disposal and acquisition of land and property.
* Actively contribute to the development, delivery and implementation of the Estate Transformation Programme.
* Assist in preparation of reports and presentations for, Committees and Sub Committees and other Member and Officer Working Groups.
* Assist in interpretation and preparation of advice arising from new legislation, regulations and statutory guidelines in relation to Council assets.
* Assist in provision of valuation and property related advice in development and regeneration projects undertaken in partnership with external organisations.
* Assist in development of options appraisals to support the Estate Transformation Programme and other strategic projects.
* Capture, record and manipulate property and client data, using ITC systems, in accordance with service procedures, to assist in the production of timely and accurate property management strategies.
* In conjunction with senior colleagues contribute to the maintenance of effective communication systems within the service.
* Maintain appropriate work records, to the required service standards, observing data protection, privacy and confidentiality rules and procedures
* Effective communication and engagement with all customers to provide a high level of customer care and engagement.
* Assist in negotiations with private sector agents, external organisations and the general public concerning land and property matters.
* Provide support for the promotion of the Council’s property assets for inclusion in local and regional planning strategies and advise upon the implications of new planning polices and guidance.
* Actively promote the Council’s equalities and diversity agenda in the workplace and in service delivery.
* The duties and responsibilities highlighted in this job description are indicative and may vary over time.
 |
| **Work Arrangements** |
| Transport requirements:Working patterns:Working conditions: | Travel to work sites, premises, area offices or training venues throughout the county, region and nationally upon occasion.Flexi-hours apply with some requirement to attend evening meetings, public meetings and exhibitions. Generally office based with some meetings and site visits in all weathers, occasional contact with irate and distressed members of the public and property occupiers. Lone working in remote areas requires concentration and awareness to ensure own safety and that of others. Working in an open plan office with disruption from others. |

 **PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Post Title:**  Graduate Surveyor | **Director/Service/Sector:** Corporate Resources – Strategic Estate Management | Ref: 2793 |
| **Essential** | **Desirable** | **Assess by** |
| **Qualifications and Knowledge**  |
| Degree in a relevant subject, equivalent to level 6 in the National Qualification Framework.Knowledge of relevant legislation, policies and procedures in relation to management of a corporate property estate.Excellent knowledge of Microsoft Office applications including Word, Excel and Powerpoint.Willingness to undertake professional study and evidence of ongoing continuous personal development. | Post graduate qualification (MSc).Relevant technical qualification. Excellent knowledge of Microsoft Project.Studying for a relevant professional (e.g. RICS).  | (a) (i)(r) |
| **Experience** |
| Experience of technical professional, legal and commercial issues facing property managers in the public sectorExperience in use of variety of IT applicationsExperience of report writing and presentation. Awareness and experience in working collaboratively with a variety of partners. | Experience in use of Project Management softwareExperience in Local Authority Asset Management planning | (i)(q)(p) |
| **Skills and competencies** |
| Excellent written, verbal communication and presentation skills.Highly developed interpersonal skills and ability to guide non-specialists.Good analytical skills and ability to solve complex problems. Ability to work methodically and systematically on own initiative and plan work.Able to adopt a collaborative approach to work.  | Skilled in the use of Microsoft Office, GIS and databases.Project management skills and experience. | (t)(i)(p) |
| **Physical, mental and emotional demands** |
| Dexterity, co-ordination and sensory skills to achieve keyboard accuracy.Normally works from a seated position with some need to walk, bend or carry items.Need to maintain general awareness with lengthy periods of enhanced mental concentration.Ability to work under pressure and meet deadlines.Some contact with public/clients in dispute/negotiation with the County Council. |  |  |
| **Other** |
| Meet the transport requirements of the post Proactive and achievement orientated. Conscientious with a flexible attitude to work |  | (a) |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits