

Job Description

Post Title: Senior Surveyor AA3088
Evaluation: 588 Points **Grade: N9**
Responsible to: Team Manager, Property

Responsible for:

Job Purpose: To provide high quality technical property advice on a range of complex property related areas of work.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To control and monitor complex and high profile property related projects and activities from inception to completion.
- 2 To undertake complex and strategically significant general practice surveying work including acquisition, disposal and management of property assets.
- 3 To be responsible for the production of all reports in relation to management, programme, performance and compliance for project areas.
- 4 To develop and implement policy and guidance on the effective use of City Council property assets and ensure effective implementation.
- 5 To monitor, control and contribute to the preparation of property budgets as allocated.
- 6 To provide professional property advice and support to directorates on property matters and to attend meetings of committees, public and other meetings, officer working groups and other bodies to advise on property matters.
- 7 Contribute towards the formulation, introduction, implementation and promotion of divisional policies and programmes.
- 8 To coach and mentor staff on technical areas of work.
- 9 To support the relevant manager to meet the division's business and service objectives.
- 10 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.