

Job Description

Post title	Senior Surveyor
Job Evaluation	N7061 / N11355
Grade	11 – 12 (Career Grade)
Service	Resources
Service area	Corporate Property & Land – Strategic Property Management
Reporting to	Consultant Surveyor
Location	Your normal place of work will be Corten House, Aykley Heads, Durham, but you may be required to work at any Council workplace within County Durham
Disclosure and Barring Service (DBS)	This post is not subject to a disclosure.
Flexitime	This post is eligible for flexitime
Politically restricted	This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State

Description of role

You will be a member of a team responsible for the delivery of the Council's Property Management service. This role will ensure the efficient management, use and occupation of the estate and work with the wider team identifying opportunities for rationalisation and/or disposal. The Senior Surveyor's effective, efficient and pro-active management of the Council's estate will include activities such as acquisitions, disposals, valuations, lease renewals, rent reviews and property and land management associated activities and projects.

Duties and Responsibilities

This job description contains the main accountabilities of the post and does not describe in detail all the duties required which will be dependent on the work of each individual property management team.

- To deliver the key objectives of the Council Plan and the Council's Corporate Asset Management Plan, and any service or team plans.
- To support the continuous improvement and delivery of CPaL policies, procedures and processes, including Corporate Property Partnership initiatives. Delivering improvements/best practice required as a result of feedback or reviews of areas of the service.
- To support strategic and operational projects with external partners and represent the Council in these arenas.
- To deliver and manage a high volume of continuous and varied casework.
- To supervise the caseload of appropriate staff to ensure the effective and efficient delivery of responsibilities.
- To achieve continuous improvement in service delivery by adopting a performance management approach to the supervision of casework. Use own initiative to support the development and the continuous improvement of the service and its offering.

- To support the continuing professional development of staff, contributing to career and skills development through coaching, mentoring and acting in the capacity as a recognised RICS Supervisor or Counsellor.
- To negotiate the acquisition and disposal of land and property (freehold or on lease/tenancy/licence as appropriate) by private treaty and/or Compulsory Purchase to meet service needs, including associated negotiations in relation to compensation and other claims.
- To provide a full professional and technical service in respect of all Landlord and Tenant matters including rent reviews, lease renewals, surrenders, determinations, and assignments.
- To negotiate the acquisition/granting of wayleaves, easements and other rights.
- To undertake asset valuations in accordance with the Council's rolling programme and in compliance with RICS and CIPFA requirements.
- To make a contribution to corporate working to achieve best value across all services through involvement in departmental and Council wide initiatives/projects.
- To maintain good working relationships within and outside the department and ensure excellent communications.
- To ensure that changes to legislation and professional practice are identified and implemented in a timely and efficient manner, ensuring compliance and best practice.
- Provide intelligence regarding property and land sector market trends, to ensure compliance with best value and S123 of the Local Government Act, ensuring the application of this to transactions.
- To ensure that asset data records are maintained and updated in response to land and property activity.
- To work proactively to identify opportunities for added value across the Councils' property and land portfolio, advising on ways in which land and property usage can be optimised, operational costs reduced and performance enhanced, and identifying under-performing/surplus assets for disposal.
- To support the identification of future investment and resources needed for the proper management/maintenance of the Council's land and property portfolio and, where appropriate, to support funding bids and outline business cases through the Council's capital prioritisation process.
- To undertake complex valuation work.
- Take responsibility for the sign off on valuations completed by unqualified members of staff (if suitably qualified).
- To ensure compliance with procurement, financial and legal responsibilities within the property and land environment.
- To deliver the specific team's caseload, examples include completing open market disposals, completing rent reviews, negotiating new leases and preparing option appraisal reports in line with corporate requirements.
- To prepare reports, collate and present information and attend/contribute to relevant Boards, Committees, meetings, seminars and task groups.
- To deputise for Senior Managers as required.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Salary and Bars

The Senior Surveyor post is a career grade within the Council's career progression scheme. The post is Grade 11 - 12 which encompasses Spinal Column Points 30 - 37. Progression through the grades is dependent on and will be determined by an objective measure of evaluation in accordance with the scheme which sets out the required levels of experience, qualifications, skills, ability and personal attributes.

Job evaluation has been undertaken for the two different grades. The Bars are as follows:

Grade 11 (SCP 30 to 34)	Educated to Degree level or equivalent in a property or relevant subject
Grade 12 (SCP 33 to 37)	Full Membership of the RICS (MRICS)

Progression to Grade 12 will be dependent on successful APC interview and confirmation of approval of Full Membership of the Royal Institution of Chartered Surveyors.

Person Specification

Attributes	Essential	Desirable
Qualifications	• Educated to Degree level or equivalent in a property or relevant subject • Full Membership of the RICS (Grade 12) • Evidence of continued professional development	• RICS Registered Valuer • Further advanced degree or additional management qualification.
Experience	• Significant experience in undertaking estate management caseload covering functions such as valuation, acquisitions, disposals, leasing/letting, covenants and compensation. • Experience of working and making decisions as part of a team. • Experience in property reviews and assessing property performance. • Experience in the usage of property databases and reporting techniques	• Experience of managing programmes or projects. • Experience of budget management. • Experience of commissioning work from consultants. • Experience of staff supervision
Skills and Knowledge	• Specialist knowledge of property and property processes. • Good knowledge and understanding of estate management principles and property disciplines such as valuation, Landlord and Tenant and the acquisition/disposal process • Knowledge of local government. • Understanding of the principles of strategic asset management within the public sector. • Good knowledge of relevant recommended practice and key legislative requirements. • Understanding and knowledge of the property market and regional/national drivers.	• Project planning techniques. • Whole life appraisal techniques. • Risk management techniques. • Understanding of the principles of business case preparation.

	• Good negotiating, analytical and problem-solving skills • Good I.T. skills • Good organisational and performance management skills. • Good communication ,presentation and report writing skills	
Personal Qualities	• Positive, enthusiastic and flexible approach to work • Self motivating with ability to work on own initiaive to achieve objectives • Ability to engage with colleagues and stakeholders on different levels to negotiate and achieve results • Ability to work as an effective team member and lead by example • Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance) • May be required to work outside of normal office hours	