

## Job Description

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| <b>Post title</b>                           | Principal Surveyor                                                                                                                                                                                                                       |
| <b>Job Evaluation</b>                       | N11955                                                                                                                                                                                                                                   |
| <b>Grade</b>                                | 14                                                                                                                                                                                                                                       |
| <b>Service</b>                              | Resources                                                                                                                                                                                                                                |
| <b>Service area</b>                         | Corporate Property & Land – Strategic Property Management Team                                                                                                                                                                           |
| <b>Reporting to</b>                         | Consultant Surveyor                                                                                                                                                                                                                      |
| <b>Location</b>                             | 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                                                                                      |
| <b>Disclosure and Barring Service (DBS)</b> | This post <b>is not</b> subject to a disclosure.                                                                                                                                                                                         |
| <b>Flexitime</b>                            | This post <b>is</b> eligible for flexitime                                                                                                                                                                                               |
| <b>Politically restricted</b>               | This post <b>is not</b> 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 senior member of a team responsible for the delivery of the Council's Property Management service. This role will ensure pro-active management of the Council's estate ensuring the efficient management, use and occupation of the estate and working with the wider team identifying opportunities for rationalisation and/or disposal.

## Duties and Responsibilities

- To supervise and direct the case work of Surveyors and Senior Surveyors, thereby supporting the Consultant Surveyors in management of the Council's land and property portfolio to ensure that corporate and service, legislative, professional and good practice requirements are met or exceeded.
- To be responsible for all disposals of the Council's land and property interests including the marketing of land and property from receipt of instructions until completion of transactions
- To be responsible for all acquisitions of land and property interests for Council purposes including the implementation of Compulsory Purchase powers
- To be responsible for the completion and sign off of market valuations, capital accounting valuations and any other valuations as required, in conjunction with the Consultant Surveyors and other officers within Property Management
- To take the service lead on major capital projects, ensuring advice and property related requirements are fully understand and accurately implemented, working as part of a project team to ensure successful delivery.
- Contribute to the establishment of procedures for pro-actively managing the use and occupation of the Council's land and property, through estate management activity including the identification and

management of risk and supporting the Consultant Surveyors with budget management responsibilities

- To be responsible for the Council's income generating portfolio including site inspections, leases, complaints, land issues and tenancy agreements.
- Advising on and negotiating the letting of and leasing in of all interests in land and property to meet service needs and dealing with all Landlord and Tenant matters.
- Undertaking all associated liaison, consultations and reporting associated with property transactions.
- To manage procedures for ensuring that asset data records required to inform co-ordinated and pro-active management of the Council's land and property portfolio are maintained and updated in response to estate management activity
- To contribute to the development of a medium/long term Strategy outlining the property implications of future service provision, the objections for the property portfolio and how the authority proposes to achieve these, together with associated strategies for the disposal of surplus assets, for expenditure on repairs and maintenance, for reducing the Authority's impact on the environment and for increasing biodiversity.
- To contribute to the Council's property review programme, monitoring and 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 implement strategies and plans for collaborative working with neighbouring authorities and potential partner organisations to deliver efficiencies and improved outcomes for communities, and to pursue opportunities to share property with other local agencies and community groups to promote efficiencies and improve services
- To feed into the development of the Council's corporate and service asset management plans and associated strategies to ensure that the Council's assets are managed as a corporate resource to meet corporate priorities and operational and service needs, to reduce the Authority's impact on the environment and to deliver required outcomes for local communities.
- To manage service specific complex and high risk projects as determined by the Head of Service and other officers
- To instruct and monitor external Consultants and Agents who carry out Estate Management.

## **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.

## Person Specification

| Attributes                  | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Desirable                                                                                                                                                                                 |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent in a relevant subject</li> <li>• Relevant professional qualification and Full Membership of the Royal Institution of Chartered Surveyors (MRICS)</li> <li>• Evidence of continued professional development</li> </ul>                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Further advanced degree or additional management qualification</li> <li>• RICS Registered Valuer</li> </ul>                                      |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• Experience of delivering service improvements and achieving value for money in service delivery</li> <li>• Experience of managing a range of property related functions and staff, including valuation, estate management, acquisitions, disposals, leasing/letting, asset valuation, covenants, compensation and rating</li> <li>• Experience in assessing property performance</li> <li>• Proven knowledge and experience of working in a project team</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>• Experience of managing programmes or projects</li> <li>• Experience of budget management</li> <li>• Experience of database management</li> </ul> |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>• Specialist knowledge of property and property processes</li> <li>• Understanding of the principles of strategic asset management within the public sector</li> <li>• Understanding and knowledge of relevant legislation, initiatives and regional/national drivers</li> <li>• Good negotiating and problem solving skills</li> <li>• Good organisational and performance management skills</li> <li>• Good IT skills</li> <li>• Risk management techniques</li> <li>• Good communication and report writing/presentation skills</li> </ul> | <ul style="list-style-type: none"> <li>• Project planning techniques</li> <li>• Whole life appraisal techniques</li> <li>• Working in a political environment</li> </ul>                  |

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| <b>Personal Qualities</b> | <ul style="list-style-type: none"><li>• Positive, enthusiastic and flexible approach to work</li><li>• Self motivating with drive and focus to achieve objectives</li><li>• Lead by example</li><li>• Ability to engage with colleagues and stakeholders on different levels to negotiate and achieve results</li><li>• Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance)</li><li>• May be required to work outside of normal office hours</li></ul> |  |
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