

Job Description and Person Specification

Principal Surveyor

(NCC Grade M) c.£47k-£52k

Purpose & Impact:

To deliver expert and professional property / estates advice to West Northamptonshire Council and support the Council and its services as they transform to meet the organisation's business and service plans, by providing timely, expert, and informed estates advice. To line manage the delivery team and ensure that caseloads are appropriately managed to meet, and support corporate objectives and within budgetary limits

To support the Estate Manager and the Head of Property Strategy and Estates and be responsible for delivering a wide range of estates management case work for the Property Strategy and Estates team within West Northamptonshire Council. This work will include, but not be limited to, undertaking and managing a programme of lease renewals and rent reviews on the councils operational and investment portfolios, boundary and ownership disputes, acquisitions and disposals, and the day to day management of the Councils asset valuation programme.

Accountable to:

The Principal Surveyor will be accountable to the Estates Manager. The role sits within the Property Strategy and Estates Team, forming part of the Assets and Environment Service and the Place Directorate of West Northamptonshire Council.

Responsibilities:

1. To lead, manage and develop staff within the Property Strategy and Estates Team to include (but not limited to) Senior Surveyors, Surveyors and Graduate Estates Surveyors ensuring efficient and effective service delivery. The Principal Surveyor will also be required to deputise for the Estates Manager when as and when required.
2. Work with the Estates Manager, to devise and implement short, and long-term action plans to deliver property outcomes developed by the Councils Senior leadership Team (SLT) including any associated Project Boards, and in support of the transformational requirements of the Councils Services.
3. To manage the delivery of operational property management activities on a day today basis including, valuations, together with transactions, via a mixed economy of internal and external resource, and to represent the interests of key Shareholders as appropriate
4. Through experience of what is deliverable, the Principal Surveyor will assist and support the Estate Manager and the Head of Property Strategy and Estates in the preparation and implementation of a Corporate Asset Management Plan.

5. To provide direction and technical advice to the Property Strategy and Estates team as appropriate, or as directed by the Estates Manager or the Head of Property Strategy and Estates.
6. To provide professional and technical advice to Property Strategy and Estates customers in West Northamptonshire Council on estate management and valuation matters, and to advise Service Directorate colleagues on professional and technical issues
7. To take an active role in the delivery of Property Strategy and Estates budgets, including the delivery of any agreed savings and efficiencies targets
8. To progress and deliver property disposals within appropriate timescales and in line with best value requirements, which contribute to the delivery of annual Capital Receipt targets
9. To manage the delivery of the annual Fixed Asset Valuation programme and to liaise with Finance colleagues to ensure that all information is supplied within the appropriate timescale and standards.
10. To manage complex projects on behalf of customers and stakeholders. To plan, identify and anticipate challenges and obstacles within those projects and work collaboratively with stakeholders in identifying value for money solutions. To demonstrate the ability to recognise and consider wider corporate objectives, and to take responsibility for influencing and negotiating key stakeholders to achieve outcomes which meet those objectives, whilst still delivering value for money. To manage stakeholders and ensure appropriate governance is completed to enable delivery of required outcomes
11. The ability to recognise and create opportunities to maximise returns from the wider property portfolio. To develop and lead town planning-led solutions to create added development value through achieving planning consents. To procure and manage external specialist consultants where appropriate to deliver outcomes on budget and to agreed timescales. To manage stakeholders expectations and ensure appropriate governance is completed to enable delivery of required outcomes
12. To implement processes and initiatives which will develop and maintain a cohesive and consistent Property Strategy and Estates function across West Northamptonshire Council
13. To contribute and manage partnership working with internal and external stakeholders, to deliver collaborative initiatives, and implement improvements in cross-cutting working relationships
14. To undertake negotiations in high value and complex technical property issues on behalf of customers and Shareholders, providing high quality and professional advice to enable good decision-making.

This job description reflects the key objectives to be carried out by the post holder and identifies a level of responsibility at which they will be required to deliver. In the interests of effective working, these objectives may be reviewed from time to time to reflect changing

needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Our Values& Behaviours



Person Specification:

The requirements for the Principal Surveyor are outlined below and will be part of the selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education and Qualifications	<p>Educated to Degree level or equivalent in an Estates Management or similar discipline.</p> <p>Member of the Royal Institution of Chartered Surveyors (or equivalent professional qualification)</p>	<p>Evidence of continuing professional development</p> <p>RICS Registered Valuer</p> <p>Project Management training and/or qualification</p> <p>Management training and/or qualification</p>
Experience and Knowledge	<p>Experience of leading and managing teams of professional staff in 'business as usual' and through transformational change, and delivering planned Business outcomes.</p> <p>Experience in influencing and negotiating with internal and external stakeholders and customers, and possesses strong communication and problem solving skills at all levels.</p> <p>Experience of direct responsibility for budget management and reporting, and successful delivery of financial targets</p> <p>Direct experience of dealing with complex and high-profile property cases in the public sector.</p> <p>Experience of working with the private sector, and driving commercial opportunities from property assets</p> <p>Up to date knowledge of Property and Estate Management, Landlord and Tenant, Property Valuation and Property Transactions</p> <p>Thorough post-qualification professional experience in Urban/Rural Estate</p>	<p>Property Management techniques and methods</p> <p>Management techniques and methods</p>



	<p>Management, including property management, valuations (Fixed Asset Valuations for Accounting purposes) and transactions.</p> <p>Experience of formal project management techniques, Equality and Diversity issues, budget management and governance within a public sector environment</p> <p>IT literate in all major applications.</p>	
Ability and Skills	<p>Ability to organise, plan and manage own work and that of others to deliver objectives and outcomes in a timely and responsive manner.</p> <p>The ability to establish strong networking relationships with Customers, members of the public, stakeholders, partner organisations, senior officers, and Members within the Council at all times</p> <p>Possesses skills and the ability to deliver high quality outputs and solutions within challenging timescales</p> <p>Positive attitude to change in the organisation and a willingness to promote and adopt new ideas and ways of working</p> <p>The ability to identify innovative and creative solutions to problems and plans to create and deliver win:win outcomes</p> <p>Capable of expressing information, concepts and ideas both orally and in writing in a logical, well structured, timely, accurate and meaningful form to recipients</p> <p>Ability to maintain confidentiality</p>	



Equal Opportunities	<p>Ability to demonstrate an awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p> <p>Demonstrable commitment to equality, diversity and inclusion in both service provision and employment practices.</p>	
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