# Job Description and Person Specification

## Job details

Job title: Principal Surveyor

Grade: NNC pay band 9

Reports to: Senior Asset Manager

Responsible for: N/A

Directorate and Service area: Assets & Environment

## Purpose of the job (why the job exists)

The Principal Surveyor is responsible for delivering a range of professional estate management case work, primarily on the estates portfolio.

This portfolio is held to achieve the corporate plan, deliver services, and maximise value depending on the category of the asset. The Principal Surveyor will be required to use their extensive technical expertise to assist with the management of the corporate estate and undertake property contract negotiations through to completion, and thereafter maintain ongoing effective relationships.

## Principal responsibilities (please make these concise and ideally no more than 8)

1. To be responsible for the delivery of a case load of higher value asset management using landlord and tenant knowledge and expertise to maximise value from the estate. Using RICS valuation methodology undertake rent reviews, lease renewals, monitor actions such as break notices, rent free periods, and provide recommendation reports to the Senior Asset Manager.
2. Provide technical and expert advice to council services and directorates on complex or sensitive service delivery improvements including occupancy agreements, procure specialist valuation reports from third party suppliers, and provide recommendation reports including reports to Executive and Delegated Decisions.
3. Lead on complex negotiations for leasehold acquisitions and disposals, licences, easements, and wayleaves, making recommendations on the best terms to the Senior Asset Manager. Assist with Compulsory Purchase Orders.
4. Assist the Senior Asset Manager to manage the capital receipts programme.
5. Provide reports to the Asset Management Review Group on council owned land and property identifying surplus assets for disposal at best consideration in accordance with S.123 legislation.
6. Manage the asset valuation programme ensuring that the value of the Council’s land and property portfolio is accurately reported for accounting purposes. Ensure accurate records are provided to the data input officer and support the asset valuation programme at times liaising with the external valuers, finance and audit to ensure valuation deadlines are achieved.
7. To review the portfolio to support the wider team to ensure that it meets the service/ council need. To support the Councils Carbon Neutral 2030 target by assisting with the identification of sites that may be improved and supporting the wider asset team review of such assets.
8. Survey land and property and provide updates for asset records team.

**General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions, health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks 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.

## Specific features of the post

1. A Member of RICS with three years surveying experience at a similar senior level.

2. The postholder must hold a full current UK driving license or equivalent.

3. The post is flexible and will require both home working and office working to be agreed

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Educated to degree level or equivalent (or equivalent experience) with evidence of continuing professional development in property, surveying, or a similar discipline | Membership of the Royal Institution of Chartered Surveyors. |
| Experience and Knowledge | Demonstrable up to date knowledge of property management, delivering property and related projects. Proven experience of producing specification, commissioning specialist services, supervising, monitoring, inspecting, approving, work and projects.  Demonstrable ability to write clear, concise and accurate reports, letters, and emails appropriate to the audience.  Ability and willingness to present reports to Committees. |  |
| Ability and Skills | Evidence of ability to communicate and work in a highly pressured environment, effectively face to face with a wide range of people at all levels.  Ability to manage and develop others to achieve their full potential and to achieve project objectives | Experience of working within the Public Sector and with external partners |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors | Proven ability to work to tight deadlines and manage own workload.  Evidence of good negotiation and advocacy skills.  Proven ability to work as part of a team and on own initiative and willingness to embrace change. |  |