

## Person Specification

**JOB TITLE:** Principal Estates Surveyor **POST NO:**

**GRADE:** **DEPARTMENT:** Corporate Services

**HOURS**

**DIVISION:** Commercial, Property and Asset Management **DIRECTOR:** Service Director (Commercial, Property and Asset Management)

**DATE:** **COMPLETED BY:**

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of valuation for statutory accounting, Red Book and any other purpose. (AI)</li> <li>Substantial knowledge of estate and property management for leased investment and operational assets. (AI)</li> <li>Substantial knowledge in all areas of Landlord and Tenant management. (AI)</li> <li>Substantial knowledge in providing advice and managing both disposals and acquisitions across a varied portfolio of property. (AI)</li> <li>Substantial knowledge of delivering training to staff on property matters and ensuring compliance with CPD requirements. (AI)</li> <li>Substantial knowledge of providing professional and practical property and estate management advice to all levels of an organisation (AI)</li> <li>Knowledge in the delivery of Strategic Asset Management Plans. (AI)</li> <li>Substantial knowledge, understanding and monitoring of current property issues that have a material impact on the Council's portfolio. (AI)</li> <li>A comprehensive understanding</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of Strategic Property Asset Management (AI)</li> </ul>

		of the current issues and challenges facing local government as well as the statutory framework governing the sector (AI)	
<b>SKILLS ABILITIES</b>	<b>&amp;</b>	<ul style="list-style-type: none"> <li>• Ability to identify scope and use appropriate PPE equipment for site visits.</li> <li>• Knowledge of safety factors around site inspections, safety on building sites and at work, working at height and confined access arrangements.</li> <li>• Ability to use a range of technical surveying equipment including GIS mapping tools, reviewing and editing CAD, distometers, protimeters and theodolites.</li> <li>• The ability to independently interpret and analyse complex information or situations and to produce solutions over the short, medium and long term (AI)</li> <li>• The ability to provide balanced corporate advice and guidance in a political setting (AI)</li> <li>• Able to effectively support and manage property colleagues in a variety of situations. (AI)</li> <li>• Able to convey information both verbally and in writing (AI)</li> <li>• Able to collect and interpret technical data, undertake analysis and evaluation and present information/results in an easily understandable format (AI)</li> <li>• Ability to read understand and interpret relevant approved Codes of Practice and guidance (AI)</li> <li>• Able to identify hazards, assess risks and advise on control measures to prevent/protect against significant risks, having regard to the hierarchy of controls and sensible risk management. (AI)</li> <li>• The ability to effectively plan and organise own workload to meet targets, deadlines and actions, prioritising to satisfy competing demands and urgent issues. (AI)</li> <li>• The ability to communicate complicated and contentious</li> </ul>	

	<p>information with varied audiences in person and/or in writing in the form of professional reports and business cases. (AI)</p> <ul style="list-style-type: none"> <li>• The ability to work under high levels of pressure including where necessary meeting unpredictable deadlines. (AI)</li> <li>• The ability to persuade others to adopt a course of action which is not necessarily their preferred approach (AI)</li> <li>• Excellent communication skills that demonstrate the ability to work with managers and employees at all levels of the organisation (AI)</li> <li>• Good ICT skills with experience of MS word, Excel and PowerPoint (AI)</li> <li>• A highly focussed commercial approach in achieving outcomes, whilst having regard to constraints of the local government business environment (AI)</li> <li>• Skills in understanding and responding to different perspectives and taking a cross-organisational approach, gained by working in a political or similarly challenging environment (AI)</li> <li>• Business acumen and an entrepreneurial mindset to lead the strategic delivery of services and maintain a focus on obtaining best value for money at all times balanced, against the difficult and sensitive challenges faced (AI)</li> <li>• Ability to lead, develop and sustain effective cross functional team, partnership and multi-agency working through strong effective advocacy, influencing and negotiating skills (AI)</li> <li>• Skills to provide creative solutions to complex problems together with high level analytical, presentational and communication skills (AI)</li> <li>• Ability to establish and sustain positive relationships that generate confidence, ability and trust (AI)</li> </ul>	
--	--	--

	<ul style="list-style-type: none"> <li>• Highly developed influencing and negotiation skills to operate at a strategic professional and political level, locally and nationally (AI)</li> <li>• Understanding of the barriers to organisational and cultural change and the commitment to being a catalyst for change (AI)</li> <li>• An ability to relate to and win the confidence, trust and respect of Members, senior stakeholders, colleagues, partners and the wider community (AI)</li> <li>• Ability to use information technology to improve service delivery and reduce costs (AI)</li> <li>• Excellent management and leadership skills, which encourage commitment from others and promote a positive, motivated service culture (AI)</li> <li>• Excellent communication skills and the ability to communicate complex information both orally and in writing in a clear articulate and balanced way to a variety of audiences (AI)</li> <li>• Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion and tact (AI)</li> <li>• Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of property issues (AI)</li> <li>• Intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues (AI)</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Property and estates experience within a large diverse public or private sector organisation, which preferably includes activities as per those the post holder will be advising. (AI)</li> <li>• Experience as a Senior Estates Surveyor working at operational level to write Policies, provide advice to staff at all levels and evidence a track record of achievements. (AI)</li> </ul>	<ul style="list-style-type: none"> <li>• Managing complex change programmes (AI)</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong financial and budgetary awareness with the ability to manage finance and wider resources within a strong performance management culture (AI)</li> <li>• Experience of managing and using property data and records (AI)</li> <li>• Demonstrated evidence of significant service improvement through managing change including staff engagement, capacity building, workforce modernisation and organisational reform (AI)</li> <li>• Experience of working effectively in a political environment and of winning the confidence of elected members (AI)</li> <li>• Experience of driving performance management using appropriate quality and management methods and models to deliver efficient and effective services through collaborative working (AI)</li> <li>• Establishing reviewing and writing Policies as well as effective performance measures to improve service delivery (AI)</li> <li>• Delivering creative and innovative solutions to improve the use of resources and achieve value for money across an organisation (AI)</li> <li>• Experience of financial and budget management (AI)</li> <li>• Experience of using data to enable evidence-based decision making (AI)</li> </ul>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• RICS professional qualification with at least 5 years PQE and membership of RICS</li> <li>• Demonstrate commitment to continuing professional development.</li> </ul>	
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• A willingness to undertake professional training, including CIPFA / ACES Diploma in Public Sector Asset Management</li> <li>• Travel throughout the City. Must hold a valid driving license.</li> <li>• To be self-motivated, able to work under pressure with minimum supervision</li> </ul>	
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Candidates must demonstrate understanding of acceptance and commitment to the principals underlying equal opportunities. (AI)</li> </ul>	

<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of effective customer care (AI)</li> </ul>	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]*