



## ROLE PROFILE

**Role Title:** Development Surveyor

**Service:** Finance, Procurement and Commercial Services, Estates and Valuations

**Directorate:** Transformation and Resources

**Accountable to:** Principal Estates and Valuation Surveyor

**Grade:** PO1

**Car Category:** Essential

**Work Style:** Flexible Office Based Worker

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## Purpose of role

- To be responsible for an advice and management service to the Council in respect of property matters including maintenance of the Council's property register.
- To manage property and property transactions as required by the Council.
- To assist in the management of the Council's commercial property investment portfolio.

## Key Objectives

1	To acquire by purchase, lease or license and interest in any property that may be required by the Council and to dispose of any interest in any property not required by the Council by sale, lease or license.
2	To manage any property held by the Service Area, or any other Service Area of the Council or called upon to do so.
3	To give property management and valuation advice to the Service Area and to other Service Areas of the Council.
4	To assist in the preparation and maintenance of the Council's property register and carry out asset valuations.





5	To attend meetings of working groups and teams where estate management or property development knowledge is required.
6	To lead in the Council's Regeneration Schemes including development work, project management and site assembly.
7	To assist the Estates and Valuation Manager in the formulation of the Authority's Asset Management Plan and provide the necessary data and information.
8	To assist in the Management of the Authority's Commercial Investment Portfolio and advise the Service Area on appropriate strategies for the good asset management of the portfolio.
9	To assist in the implementation of the necessary systems required to ensure the effective management of the investment portfolio.





## **Scope**

The post holder will perform a supporting role in delivering an effective and efficient Estates and Valuations Service for the borough by providing support and advice and to assist in the management of Council property and commercial investment property.

The post holder will work in partnership with contractors and external organisations in their area(s), to deliver a coordinated, integrated place-based approach to services. In doing so, they will work collaboratively across the organisation and beyond and with all levels of staff.

## **Work Profile**

### **1. Strategy**

The post holder will plan for future requirements of legislation, regulations, codes etc. relevant to the service area, supporting the development of relevant strategies to ensure compliance and that the Council's best interests are met.

To assist the Estates and Valuation Manager in the formulation of the Authority's Asset Management Plan and provide the necessary data and information.

### **2. Performance**

The post holder will ensure the role and responsibilities of the service are carried out and developed satisfactorily. This includes ensuring that the Council policies and decisions are implemented correctly, having due regard to the financial regulations, procurement procedures and standing orders of the Council, and ensuring that statutory requirements are met.

They will ensure the most efficient methods of design are employed, including the use of IT to support the effectiveness of Estates and Valuation services.

They will monitor vehicles, material, products, techniques and equipment in the post holder's services.

They will regularly monitor the relevant services' work programmes, performance indicators and take necessary action to ensure the service





meets agreed outcomes. They will ensure the effective development and use of service business plans, performance appraisal and team briefings.

### **3. Service Quality**

The post holder will make recommendations for policy and procedural changes etc. and ensure that decisions are implemented correctly, that all necessary approvals are obtained, and that projects are carried out satisfactorily having regard to the need to engage, involve, VFM, standing orders.

They will comply with the operating procedural requirements, maintaining, reviewing, developing and improving the service procedures, and monitoring performance output against indicators.

They will promote and maintain professional standard in the work of staff within the Service.

They will be aware of and keep up to date with all relevant developments in relation to the work of the Service.

### **4. Resource Management**

The post holder will have budget management responsibility.

The post holder will ensure the appropriate use of vehicles, equipment and personal protective equipment provided to the individuals within their remit and in order to undertake their own role.

### **5. Supervision and Management**

The post holder has no direct line management responsibility.

### **6. Culture**

The post holder will support the development of a positive organisational culture in line with the Council competency framework, that is outward looking, performance and customer focused, applying effectively leadership skills to individual situations and colleagues.





## **7. Communications**

The post holder will closely liaise with other services and partners as appropriate, to ensure that the Council is able to respond effectively and efficiently to customers.

They will promote the service through demonstrable commitment to a high quality, excellent standards.

They will provide progress reports at agreed intervals, to the Head of Service, and Corporate Director as appropriate, detailing progress, risks to success and next steps.

## **8. Main Contacts Associated with Principal Duties**

The post holder will be in regular contact with local businesses, members of the public, Heads of Service, Service Managers and members of their team in order to develop, agree improvements and discharge the function of the Estates and Valuation service.

Less regularly, they will be in contact with partner agencies, Corporate Directors, the Chief Operating Officer, Elected Members and Human Resources.

## **9. Commitment**

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Councils operates a standard working week of 36 hours.

The post holder may attend meetings internal and external to the Council with key stakeholders, which may involve working outside of normal working hours.

They will undertake any other duties consistent with the basic objectives of the post and of the Service.

## **10. Risk Management**

The post holder will be responsible for clearly identifying risks relating to standards within Estates and Valuation Services and where possible or reasonable, to provide recommendations for mitigating action. They may be





asked to lead on implementing the actions required to manage the risk effectively.

#### **11. Working conditions**

The post holder may be in contact with members of the public or cases that are difficult and require sensitivity, confidentiality and discretion. They may also be in receipt of sensitive data and information in the course of carrying out their duties and will be expected to fully comply with legal requirements and Council policy, in the handling of this.

#### **12. Equal Opportunities**

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

#### **13. Customer Focus**

To meet the Council's Standards of Customer Care at all times.

#### **14. Core Tasks**

To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

#### **15. Health & Safety**

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

#### **16. Legislation**

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

#### **17. Training & Development:**

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.





## **18. I.T.**

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

## **19. Creativity**

To draft and design services and delivery plans that bring innovation to the management of Estates and Valuation services and the Council's commercial property investment plan.

## **20. Decisions and Consequences**

The post holder will generate ideas and suggestions for consideration by the Principal Estates and Valuation Surveyor.

To discharge any delegation made by the council to the post holder effectively and efficiently, ensuring that outcomes and benefits are achieved and captured.

They will support organisational change in relation to building control and will need to exercise diplomacy, sensitivity and discretion to avoid reputational damage to the Council, or breaches of confidential data.

## **21. Work Context**

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

## **22. Physical Demands**

It is not anticipated that there would be any physical demands of the job over and above those expected for off site visits and office-based work.





## PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment  Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
<b>SKILLS AND KNOWLEDGE</b>  <b>Technical knowledge and qualifications</b>	Educated to degree level or equivalent	X		A
	Membership of the Royal Institute of Chartered Surveyors	X		A
	Be an RICS Registered Valuer or be suitably experienced so that this would be achievable	X		A, I
	Significant recent experience of working within a property management and development environment	X		A, I
	Experience in the production and presentation of Committee reports	X		A, I
	Knowledge of working practices within Local Government		X	A, I
<b>Planning and organising work</b>	Ability to work to tight deadlines on a wide variety of tasks	X		A, I, T
	Methodical and well organised, with a commitment to providing a quality service and attention to detail	X		A, I
	Highly developed ability to identify, prioritise and manage tasks	X		A, I, T







<b>Planning capacity and resources</b>	Delivery of results under pressure	X		A, I, T
	Planning for long-term projects & deliverables	X		A, I
<b>Influencing and interpersonal skills</b>	Able to successfully demonstrate strong interpersonal skills	X		A, I
	Able to engage with colleagues and elected members effectively to ensure that issues are prioritised and resolved and queries answered with high customer satisfaction rates	X		A, I
	Able to engage with a range of internal and external stakeholders in the production of reports, information and communications.	X		A, I
<b>PROBLEM-SOLVING</b> <b>Using initiative to overcome problems</b>	Ability to work across the service's operations, to identify a range of appropriate solutions to issues and problems.	X		A, I
	Ability to identify and implement solutions to issues and be a champion of change.	X		A, I
<b>Managing risk</b>	Ability to consider and assess risks associated with improving services and raising customer standards.	X		A, I
	Ability to identify mitigating measures that may be implemented to minimise risk	X		A, I
<b>Managing change</b>	Ability and willingness to continuously improve through implementation of changes on a regular basis.	X		A, I
	Ability to promote change in a positive manner to others	X		A, I





<b>ACCOUNTABILITY and RESPONSIBILITY</b>  <b>Undertakes tasks without supervision</b>	Ability to work independently and take ownership of key responsibilities of the post	<b>X</b>		<b>A, I</b>
<b>Other</b>	Commitment to Equality	<b>X</b>		<b>A, I</b>
	Commitment to Health & Safety	<b>X</b>		<b>A, I</b>
	Satisfactory Baseline Personnel Security Standard Check	<b>X</b>		<b>Document Checks (includes Basic DBS)</b>
	The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English	<b>X</b>		<b>I</b>

**COMPETENCIES REQUIRED – All post holders must be able to comply with the Council's Expected Behavioural Standards which include:**

- Putting customers first;
- Being positive and adaptable;
- Taking responsibility and achieving results;
- Working together;
- We do what we say we will do when we say we will do it.

**In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:**

- Service delivery and change management;
- Financial and resource management;
- Leading, motivating and developing.

**Other information**

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

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Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date

