

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Senior Surveyor – Strategic Estates.		<b>Director/Service/Sector:</b> Local Services, Property Services and Capital Programmes		<b>Office Use</b>
<b>Band:</b> 9		<b>Workplace:</b> County Hall		JE ref: 981 HRMS ref:
<b>Responsible to:</b> Team Manager		<b>Date:</b> June 2010	<b>Manager Level</b>	
<p><b>Job Purpose:</b>          To take an active role in developing Directorate Service Asset Management Plans and the Corporate Asset Management Plan including carrying out Strategic Property Reviews to deliver portfolio rationalisation..          To provide internal and external clients with a full professional service including acquisitions and disposals, estate management, leases, easements, rating, rent reviews, negotiations and project management.          The effective management of asset resources to achieve efficiency savings and maximise capital and revenue receipts.          To meet corporate objectives by providing high levels of service and customer care</p>				
<b>Resources</b>	Staff	Supervise Assistant Surveyors, technical and trainee officers and administration staff. Instruct and manage external providers of professional services.		
	Financial	Responsibility for service budgets, managing expenditure and income, raising orders and processing invoices		
	Physical			
	Clients	All County Council Directorates and Internal and external stakeholders		
<p><b>Duties and key result areas:</b></p> <ol style="list-style-type: none"> <li>1. Actively contribute to the development, delivery and implementation of the Corporate Asset Management Plan and Capital Strategy.</li> <li>2. Co-ordinate with directorates the development of Service Directorate property strategies and Asset Management Plans, having regard to client requirements and the wider strategic implications.</li> <li>3. Provide a professional service for the valuation, acquisition, disposal and management of council assets to service directorates, stakeholders and customers.</li> <li>4. Identification and evaluation of development and disposal strategies to produce capital and revenue receipts.</li> <li>5. To carry out fixed asset valuations for inclusion in Council accounts.</li> <li>6. To develop and promote alternative strategies for property use having regard to the carbon reduction commitment, increased sustainability of buildings, whole life occupation costings and energy use comparisons.</li> <li>7. Instruct, manage and monitor solicitors, agents and other professional contractors and sub-contractors undertaking Asset Management related work.</li> <li>8. Supervise and monitor assistant surveyors, trainees and technical and administration teams.</li> <li>9. To prepare and present reports to Elected Members and working groups.</li> <li>10. Work collaboratively with colleagues to ensure estate management work is undertaken in a co-ordinated and effective manner.</li> <li>11. Effective communication and engagement with all customers to provide a high level of customer care and engagement</li> <li>12. Effective management of assets, including property audits and reviews to identify under performance and opportunities for savings and efficiencies and capital and revenue receipts.</li> <li>13. Represent the County Council in property cases at the County Court and Lands Tribunal.</li> <li>14. Represent the Corporate Property Team at public inquiries and consultations.</li> <li>15. Represent the Council at meetings with agents, external organisations and the general public concerning land and property matters.</li> <li>16. Provision of asset management input for risk assessments.</li> <li>17. Responsibility for providing asset input into service directorate budgets.</li> <li>18. Take a leading role in the promotion of the Council's property assets in the definition of local and regional planning strategies and advise upon the implications of new planning policies and guidance.</li> <li>19. Interpret and advise upon the implications and impact of new statutory guidelines in relation to Council assets.</li> </ol>				

- 20. Interpret and provide advice on legislation, government circulars, Opinion of Counsel, Lands Tribunal and Court rulings on property matters and the consequential effect and implications for Council land and property holdings.
- 21. Take a leading role in development and regeneration projects undertaken in partnership with external organisations.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:	Travel to work sites, premises, area offices or training venues throughout the County, Region and nationally upon occasion.
Working patterns:	Flexi-hours apply with some requirement to attend evening meetings.
Working conditions:	Ability to sometimes undertake work in various environments and in the open, in all weathers, when necessary

<b>Post Title:</b> Senior Surveyor	<b>Director/Service/Sector:</b> Resources – Property Services	Ref: 981
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>• Member of the Royal Institution of Chartered Surveyors</li> <li>• Degree level or equivalent standard of education</li> <li>• Evidence of continuing professional development in a related area</li> </ul>		
<b>Experience</b>		
<ul style="list-style-type: none"> <li>▪ If applicable, evidence of continuing professional development.</li> <li>▪ Minimum of three years post qualification experience in a relevant environment.</li> <li>▪ Experience of dealing with complex property issues to successful completion.</li> <li>▪ Experience in working collaboratively with service users.</li> <li>▪ Experience in engaging effectively with others and building productive partnerships.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Five years minimum post qualification experience in a relevant environment</li> <li>▪ Experience of local authority Asset Management Planning</li> </ul>	(a) (i) (r)
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>▪ Ability to maintain a clear overview of the issues affecting the Council in general and the whole of the Corporate Property service in particular.</li> <li>▪ Strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems.</li> <li>▪ Ability to propose, develop and implement effective strategies in pursuit of Corporate Property goals and to make clear, informed, appropriate and timely decisions.</li> <li>▪ Well developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others.</li> <li>▪ Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Elected Members, and other stakeholders.</li> <li>▪ Ability to work as part of a team and to deal with personal casework.</li> </ul>	<ul style="list-style-type: none"> <li>▪ IT skills and awareness.</li> <li>▪ Financial and commercial awareness,</li> </ul>	(i) (a) (p)
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Normally works from a seated position with some need to walk, bend or carry items.</li> <li>• In good physical health able to carry out inspections involving some physical challenge when necessary</li> <li>• Need to maintain general awareness with lengthy periods of enhanced concentration.</li> <li>• Ability to work under pressure and recognise stress in self and others.</li> <li>• Ability to undertake work in various environments and in the open in all weathers.</li> <li>• Frequent contact with public/members/partners in day to day work and conflict resolution.</li> </ul>		(t) (p)
<b>Motivation</b>		
<ul style="list-style-type: none"> <li>▪ A corporate orientation and a commitment to tackling issues in a non-departmental manner.</li> <li>▪ Personality, conduct and credibility that engages and commands the confidence of Elected Members, senior managers, staff, the public external partners and other stakeholders.</li> <li>▪ Determined to play a leading role in the development of the Corporate Property Service within the new authority and to develop new methods of working to provide the most efficient services possible.</li> </ul>		(q) (i) (a)
<b>Other</b>		

▪ Able to undertake evening/night, early morning and/or weekend work occasionally at short notice.		(i) (a)
--	--	------------

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits