

Northumberland County Council
JOB DESCRIPTION

Post Title: Surveyor – Strategic Estate Management		Director/Service/Sector : Corporate Resources – Strategic Estate Management	Office Use
Grade: 7		Workplace: County Hall	JE ref: 2792 HRMS ref:
Responsible to: Team Manager - Strategic Estate Management		Date: March 2014	
Job Purpose: To provide professional property management and advice to the Council and officers. The effective management of land and property resources to achieve efficiency savings and maximise capital and revenue receipts. To meet corporate objectives by providing high levels of service and customer care.			
Resources	Staff	Assist in the supervision of technical, trainee and administration staff. Instruct and manage external providers of professional services.	
	Financial	Responsible for assessment, negotiation and invoicing revenue and capital income from the Council's property portfolio to maximise income and achieve budget targets. Negotiation and agreement of compensation claims submitted to the Council to minimise the impact on Council resources.	
	Physical	Responsibility for managing the Council's land and property assets, including active management to prevent encroachments, physical deterioration of buildings etc. Responsibility for confidential and commercially sensitive data, held both electronically and in hard copy. Careful use of PCs, other IT devices plus manual and electronic surveying equipment.	
	Clients	Elected Members, Committees, subcommittees, working groups ,services(including officers at all levels) and related bodies	
Duties and key result areas:			
<ul style="list-style-type: none"> ● Provide an expert and professional property service in relation to the management, acquisition and disposal of property and property related interests to the Council and officers ● Actively contribute to the development, delivery and implementation of the Estate Transformation Programme. ● Prepare reports for, attend and advise Committees and Sub Committees and other Member and Officer Working Groups. ● Subject to meeting criteria as Accredited Valuer, undertake valuations for inclusion in the Council's Statement of Accounts ensuring RICS and IFRS standards are met. ● Provide Strategic advice and recommendations to Senior Colleagues and management both verbally and in writing. ● Provide expert witness statements and reports for submission to the Lands Tribunal and Court. ● Interpret and advise upon the implications and impact on the Council of new legislation, regulations and statutory guidelines in relation to Council assets. ● Subject to qualification, provide valuation and property related advice in development and regeneration projects undertaken in partnership with external organisations. ● Undertake valuation and options appraisals to support the Council's strategic projects. ● Attend and provide evidence for the Council at the County Court, Lands Tribunal, Public Inquiries and Consultations on all property related matters. ● Instruct, manage and monitor solicitors, agents and other professional contractors and sub-contractors ● Effective communication and engagement with all customers to provide a high level of customer care and engagement. ● Undertake negotiations with private sector agents, external organisations and the general public concerning land and property matters. ● Provide advice and evidence in the promotion of the Council's property assets for inclusion in local and regional planning strategies and advise upon the implications of new planning policies and guidance. ● Actively promote the Council's equalities and diversity agenda in the workplace and in service delivery. 			

- 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, public meetings and exhibitions.
Working conditions:	Generally office based with some meetings and site visits in all weathers, occasional contact with irate and distressed members of the public and property occupiers. Lone working in remote areas requires concentration and awareness to ensure own safety and that of others. Working in an open plan office.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Surveyor	Director/Service/Sector: Corporate Resources	Ref: 2792
Essential	Desirable	Assess by
Qualifications and Knowledge		
Member of the Royal Institution of Chartered Surveyors. Degree level or equivalent to level 6 in the National Qualification Framework. Excellent knowledge of Microsoft applications including Word , Excel and Powerpoint Evidence of continuing professional development in the relevant areas of work.	RICS Accredited Valuer Knowledge of Local Property Market. Post graduate qualification (e.g. MSc). Excellent knowledge of Microsoft Project.	
Experience		
Experience of providing the full range of professional advice on a variety of property related matters. Experience in using a variety of IT applications. Experience of report writing and presentation. Awareness and experience in working collaboratively with service users Experience in engaging effectively with others and building productive partnerships.	Experience of local authority Asset Management Planning/Estate Transformation.	(a) (i) (r)
Skills and competencies		
Excellent written, verbal and presentation skills Highly developed interpersonal skills with the ability to lead small working groups and guide non specialists Good analytical skills with an aptitude for identifying issues and developing innovative solutions to complex problems Ability to work on own initiative Ability to plan own workload and coordinate with others within the team and across directorates.	Knowledge and experience of GIS and data manipulation systems. Excellent IT skills and awareness. Financial and commercial awareness in a business environment.	(i) (a)
Physical, mental and emotional demands		
Dexterity, coordination and sensory skills to achieve keyboard accuracy Normally works from seated position with some need to walk ,bend or carry items Some site visits with the need to walk distances over rough ground Some contact with irate and distressed members of the public Need to maintain general awareness with prolonged periods of concentrated mental attention Ability to work under pressure and balance competing demands when meeting deadlines		
Other		
Must be able to meet the travel requirements of the post Proactive and achievement orientated. Conscientious with a flexible attitude to work		

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