

**JOB DESCRIPTION AND PERSON SPECIFICATION**

|  |  |
| --- | --- |
| Job Title: | Principal Valuation Surveyor |
| HBC Grade: | HBC 9 |
| Service: | Development and Investment Services |
| Division: | Development and Investment Services |

|  |
| --- |
| **Main Purpose of the Role** |
| To support the Asset and Valuation Manager in the provision of professional advice on acquisitions, disposals, development of Council property and provision of a broad range of property related advice and support to the CouncilProvision of timely contribution to support multi-disciplinary projects and lead on the production of the asset valuations to comply with RICS and CIPFA guidanceDeputise for the Asset and Valuation Manager on matters relating to the provision of the service  |

|  |
| --- |
| Key Duties  |
| 1 | Contribute to the development of the Council’s Property Strategies to ensure the effective and efficient management of the Council’s property portfolio, including undertaking regular property portfolio reviews to meet strategic objectives  |
| 2 | Evaluate and appraise options for the retention, disposal, use and development of Council property, providing advice on the most effective mode of action to secure its objectives. Including negotiating property transactions |
| 3 | Implement the Council’s disposal programme, reporting on progress and handling complex transactions, engaging external consultants where required. |
| 4  | Contribute to the delivery of the Council’s major redevelopment and regeneration projects and working with Partner organisations and with statutory undertakers regarding any property requirements to deliver projects. |
| 5 | Manage the production of the asset and insurance valuations in accordance with guidance issued by the Royal Institution of Chartered Surveyors, supervising external consultants where appointed and liaising with Finance officers |
| 6 | Carry out valuations and negotiations for property transactions including those connected with Compulsory Purchase Orders |
| 7 | To monitor and supervise surveying staff engaged in the management of the Council’s portfolio as appropriate |
| 8 | Consult and liaise with elected Members, partner organisations, stakeholders and the public in connection with the service |
| 9 | To work in conjunction with colleagues to ensure the property record system and asset register are accurate and up-to-date |
| 10 | Prepare clear and concise reports for submission to Management Team, Executive Board and Policy and Performance Boards. |
| 11 | Assist with the procurement of external consultants in accordance with legislation and the Council’s policies including preparation of briefs.  |
| 12 | Supervise and manage consultants undertaking contracted property services on behalf of the Council |
| 13 | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Education / Qualifications**  | **Essential**  | **Desirable**  | **How Identified**  |
| **Member of the Royal Institution** **of Chartered Surveyors**  |  | All essential qualification certificates must be presented at interview. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Experience**  | **Knowledge**  | **Skills & Abilities**  | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Working as part of multi-disciplinary teams | Project management methodology and processes | Politically astute, with high levels of self-awareness | Application / Interview /Assessment |
| Supervising the work of others including coaching and mentoring | Strategic Asset Management | Manage and organise own work and that of others | Application / Interview /Assessment |
| Work collaboratively with colleagues businesses, and organisational leaders within prescribed governance frameworks  | Legislation applying to acquisition of land and rights using compulsory purchase powers. | Highly developed teamwork skills, with the ability to work as a partner, developing collaborative solutions to meet business need | Application / Interview /Assessment |
| Advising senior stakeholders on a broad range of property related matters  | Landlord and tenant legislation and property law | Able to coach and mentor colleagues and staff | Application / Interview /Assessment |
| Practical experience of assisting in the implementation of programmes to dispose of assets | Procurement procedures  | Ability to build effective relationships negotiating and influencing as required  | Application / Interview /Assessment |
| Acquisition of assets by private treaty and through compulsory purchase powers | Compliance with best value principles and s123 Local Government Act 1972  | Highly developed interpersonal skills with ability to articulate complex information | Application / Interview /Assessment |
|  | Experience of producing asset valuations for financial accounting purpose and buildings insurance reinstatement valuations complying with RICS and CIPFA guidance Project management methodology and processes | Compliance with planning legislation  | Ability to produce clear, concise reports and management information (formal and informal) |  |
|  |  | Principles of property development to support delivery of regeneration projects, analysis of financial development appraisals  | Use of estate management software packages |  |
| **DESIRABLE** |  |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
| *The role will involve regular travel across the borough and sometimes further afield. Therefore, the post holder must have a driving licence and access to a vehicle. Where necessary, reasonable adjustments will be made in accordance with the Equality Act.* |  | Interview / Assessment / Documentation  |
|  |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

**The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, workers and volunteers to share this commitment.**

For office use only:

|  |  |
| --- | --- |
| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.