

Senior Surveyor

Final

Date: 5th April 2018

POST: Senior Surveyor

SERVICE: Housing & Community Services

SECTION: Corporate Property

BAND: Band 8

REPORTS TO: Principal Surveyor (Estates Services)

RESPONSIBLE FOR: N/A

TYPE: Hot desking in Basildon Centre

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE

The Local Government Act 1972 and subsequent legislation provides a code of practice by which local authorities may deal with their property assets. Amongst other things it provides that unless a local authority disposes of its property for a consideration that it is the best that can reasonably be obtained then the disposal needs to be with the consent of the Secretary of State. Whether the consideration obtained for the disposal is the best that can reasonably be obtained is a valuation question and the Constitution stipulates that it must be answered by a Chartered Surveyor.

For this reason, the Council discharges to Corporate Property Services the responsibility for providing advice on a wide variety of property related issues including managing the Council's considerable portfolio of non-residential assets, advising the Council on valuation and development issues, buying and selling and letting land and property, valuing residential properties for Right to Buy and negotiating and advising on easements and other complex property rights.

GENERAL INFORMATION

The CPS has developed its own unique career development scheme which will provide a platform of local knowledge, skills and expertise that will help to deliver key Council programmes to maximise the use of its property assets and deliver regeneration potential to transform the borough.

The key objectives are:

1. To recognise and develop the professional and other skills required to be a Chartered Surveyor. Progression through the programme has been designed

to closely follow the competency pathways of the Royal Institution of Chartered Surveyors which focuses on competencies on three levels of complexity – from a base Level 1, to Level 2 to Level 3. Progression through the Pay Bands will follow evidence of achievement of competency at each level. *Please note that the RICS competences are different to - and in addition to - those required by Basildon Borough Council as employer.*

2. To encourage self-motivation and commitment to the attainment of qualifications, learning and skills by the identification of fixed goals within the career structure.
3. To actively improve the Council's ability to recruit and retain staff within the service.
4. To ensure that staff have a clear understanding of what is expected of them – in terms of tasks and standards to be achieved through key stages.
5. To identify and develop training and development needs.

All staff will be expected to understand and apply the RICS's **mandatory competences** to include:

1. Ethics and Rules of Conduct
2. Client Care
3. Communication and Negotiation
4. Health and Safety

And also the RICS's **core competencies** to include the following duties:

1. To provide general assistance and support and to manage cases on behalf of senior staff (who will execute any complex valuations/negotiations).
2. To collate information, ensuring an inclusive and up-to-date data base that provides a comprehensive record of the Council's property interests
3. To maintain computerised property records systems including the Council's terrier and produce plans on request
4. To survey and measure property for estate management and valuation purposes as required.

In addition, staff will follow the competences specified within the RICS Commercial Property Practice which include:

- Access and rights over land
- Accounting principles and procedures
- Building information and management
- Compulsory Purchase and Compensation
- Conflict avoidance, management and dispute resolution procedures
- Corporate real estate management
- Development appraisals
- Investment vehicles
- Landlord & tenant

- Leasing & Letting
- Local Taxation and Assessment
- Measurement of land and property
- Planning
- Property finance and funding
- Property management
- Property records and information systems
- Purchase & Sale
- Strategic real estate consultancy
- Sustainability
- Valuation

6. **DUTIES**

At this stage the post holder will be able to deal with all responsibilities, including ability to work alone and on own initiative, to deal with senior professionals on an equal basis, and have at least 2 years' experience in handling the full breadth of work required by the role as follows (without limitation):

1. To advise, negotiate and settle terms on property disposals and acquisitions, rent reviews, leasehold matters and other dealings in land as they affect the Council in accordance with various Local Government Acts, professional standards and the Council's Standing Orders and Financial Regulations.
2. To working with the Team Manager and being accountable and responsible for meeting the statutory property Management and Valuation requirements of the Council as a local authority.
3. To support the delivery of disposal and acquisition programmes.
4. To maximise sustainable returns both financial and community benefits from the Council's property portfolio through the effective management of the Council's investment and non-operational portfolio, comprising non-operational properties, investment properties and vacant land.
5. To undertake valuations in accordance with statutory procedures and including knowledge of Red Book and other complex valuations, and implementation of the Compensation Code in respect of land compulsorily acquired by the Council including acquisitions under Blight Notices and Purchase Notices.
6. To provide support and assistance on all land and property issues impacting on the community sector thereby contributing specialist skills to the Estates Service relevant to the needs of residents.
7. To acquire land and property by private treaty negotiations, auction or under compulsory purchase powers.
8. To undertake surveys and valuations for statutory purposes and of housing under the Right To Buy procedures in the Housing Act 1985 (as amended) and to deal with applicants in a polite and responsive way

9. To dispose of land and property by private treaty negotiations, auction or competitive tendering or such other appropriate method.
10. To undertake property management of the Council's land and property holdings including the grant of new leases, renewals and rent reviews.
11. To negotiate terms and conditions for the grant or acquisition of rights over or for the benefit of the Council's land.
12. To provide support to the Team Manager – Estates to ensure that the valuation and estates service functions efficiently and successfully in order to give effect to the Council's objectives and policies
13. To provide support to the Regeneration and Development team on complex property matters regarding viability, deliverability of regeneration projects and proposals.
14. To supervise and manage up to ten specialist consultancy teams from a wide range of professional disciplines including planning, asset management, development, project management, cost consultancy, development appraisals and general consultancy. Ensuring consultants meet deadlines, quality checking work, ensuring Council procedures are met and managing the member interface.
15. To prepare delivery plans, risk analysis, budget forecasts, business cases and project appraisals.
16. To assist in the preparation of the annual business and service plans and strategic documents to support the service and secure funding from key partners.
17. To prepare reports for Council Member and officer decisions and other purposes and to provide information for inclusion in such reports on various matters from a professional Estates viewpoint.
18. To represent Corporate Property Services -Estates on study groups or working parties and to attend meetings in a specialist capacity as necessary.
19. To respond to unplanned service priorities to meet the aims and objectives of the Council.
20. Support the maintenance of effective and professional relationships with services within Basildon Borough Council and external partners and stakeholders in support of the projects.
21. To conduct all work assigned to the post holder efficiently and effectively.
22. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
23. Undertake all the duties within the framework of Equal Opportunities.

24. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks and/ or hazards within the working environment must be highlighted to your management.

PERSON SPECIFICATION

Position Title:	SENIOR SURVEYOR	Date Prepared:	5/4/2018
Department:	CORPORATE PROPERTY	Band:	Pay Band 8 -

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	The post holder will be part/qualified surveyor who will demonstrate practical competence: <ul style="list-style-type: none"> In property management in undertaking both capital and rental valuations in carrying out/advising on feasibility of development schemes in carrying out negotiations in all aspects of the Council's land and property transactions and in providing a comprehensive data base and accurate and complex plans to the Corporate Property Team. 	✓		AF/I/T
1.2	Has acquired demonstrable skills/knowledge of MS systems, Geographical Information Systems and general computer skills sufficient to prepare accurate and complex plans of all types of Council property and to meet the needs of corporate property services without supervision and to be able to present data to third parties.	✓		AF/I/T
1.5	Capable of managing varied workload, work efficiently under pressure and as part of a team.	✓		AF/I/T
2.	BBC COMPETENCIES			
1.1	DECIDING AND INITIATING ACTION <ul style="list-style-type: none"> a) Making prompt, clear decisions which may involve tough choices or considered risks b) Taking responsibility for actions, projects and people c) Taking initiative, acting with confidence and working under own direction. d) Initiating and generating activity 	✓		
3.2	PERSUADING AND INFLUENCING <ul style="list-style-type: none"> a) Making a strong personal impression on others 	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
	<ul style="list-style-type: none"> b) Gaining clear agreement and commitment from others by persuading, convincing and negotiating. c) Promoting ideas on behalf of self or others d) Managing conflict e) Making effective use of political processes to influence others 			
6.2	<p>DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATIONS</p> <ul style="list-style-type: none"> a) Focusing on customer needs and satisfaction b) Setting high standards for quality and quantity c) Monitoring and maintaining quality and productivity d) Working in a systematic, methodical and orderly way e) Consistently achieving project goals 	✓		AF/I/T
7.2	<p>COPING WITH PRESSURE AND SETBACKS</p> <ul style="list-style-type: none"> a) Working productively in a pressurised environment b) Keeping emotions under control during difficult situations c) Balancing the demands of a work life and a personal life d) Maintaining a positive outlook at work e) Handling criticism well and learning from it 	✓		AF/I/T
3.0	<p>EDUCATION AND TRAINING</p> <p>Associate Member of the Royal Institution of Chartered Surveyors with at least four years relevant experience.</p> <p>Or at least five years relevant experience</p> <p>Or Member/Fellow of the RICS</p>	✓		AF/I