

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Senior Surveyor	JEID	Z0200
Salary Grade:	Hay 10		
Team:	Strategic Asset Management (SAM)		
Service Area:	Resources Governance and Policy		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	T4 Lead Commissioner Roles		
Responsible for:	tbc		

Role Purpose

The Estates Team focus is to act as subject matter experts on property matters, and to lead the Council across all directorates on all Real Estate activities ranging from setting and supporting policy, feasibility work, advice on strategic estates matters, day to day property management and maintenance, commissioning and management of estates services. As well as support Directorates in providing the intelligent client role, for all property and construction matters.

Within this remit, the Senior Surveyors will need to plan and develop long term forward strategies for estate matters as well as leading (or being a part of) multidisciplinary teams (with both internal and external organisations/stakeholders) where close working across all other areas the of Strategic Asset Management Team (such as Strategic Policy, Compliance and Environmental) will be required.

The Estates Team is responsible to the Council in the setting and delivery of its Estates Strategy and commissioning operating model and also, where not being done directly within the team, holds accountability for, and advises on, the implementation and delivery via third party specialists.

The Senior Surveyors will define the Client Brief for the delivery of the service need. This will involve close working across all directorates at a senior level and linking back into the Strategic Assets Team and other professional advisors to lead commissioning and delivery work to determine the most suitable procurement and delivery structure, and risk management profile for WCC . Also working with external teams to scope and instruct on specialist property activity including valuation, acquisitions, disposals, construction, project management, planning and

development and refurbishment advice. Following the RIBA stages of property development where applicable, along with Health and Safety legislation.

The Senior Surveyors will also supervise and mentor the development of the Graduate and other junior members of the team. This includes professional accountability for supporting their development and learning to achieve RICS status.

To complete and also support Service Directorates in the completion of Capital Investment Bid (CIF) Business Cases as required, which will include feasibilities, option appraisals, valuations and financial modelling as part of any bid development and completion.

The role will also require the postholder to complete various board and cabinet reports to gain approvals across all estate matters.

This role will oversee and manage multiple projects at any one time, as directed by the Lead Commissioner for Estates.

Role Responsibilities

To develop and manage key stakeholders, both internal and external, relationships and engagement including the Directorates at T3 and T4 level ensuring SAM team at the heart of all matters with a property input. In addition to provide the link between Directorates and other SAM functions. To translate complex property issues into plain English and to recommend and be accountable for delivery of solutions, and where necessary, negotiating in cases of competing and conflict demands and politically sensitive issues.

To take a role in working with and setting up external consultancy contracts as required to build up a team from external organisations as necessary who will work alongside the Council and make decisions with limited supervision as part of the delivery of each discrete project.

To assist the Lead Commissioner and the Team in the provision of professional and technical information to support the completion of Business Cases for approvals, to enable delivery of new projects and monitoring of performance including project programmes, project initiation documents and risk registers to support projects, including contract and business specific reports and committee reports with limited supervision. To monitor costs that have been set in accordance with the Service Directorate, to ensure that the project forecast information is within budget providing financial information as required, ensuring compliance with financial regulations and taking corrective action when expenditure diverges from budget, seeking direction only in complex circumstances.

To provide professional support to the less-experienced members of the team as they develop their skills working towards wider professional qualifications.

Section B: Person Specification-

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D). Assessed By:

Essential Criteria

Hold a full relevant professional qualification and have significant experience of managing large projects at a senior level qualification Royal Institution of Chartered Surveyors (RICS or CIOB)	A.I D
Evidence of continuing professional development as part of the professional Organisation monitoring process	A. I

The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the short, medium and long term	A.I
The ability to communicate complicated and contentious information with varied audiences in person and/or in writing in the form of professional reports and business cases	A. I
Have experience of using ICT including relevant estate management systems as well as property development financial software – such as ARGUS and using BCIS data ,	A. I
The ability to work within broad practice or guidelines using managerial discretion. over a broad area of activity	A. I
The ability to work under a very high degree of pressure, including meeting unpredictable deadlines	A. I
The ability to deal with conflicting demands by others that may impact on the success of any project	A.I
The ability to persuade others to adopt a course of action which is not necessarily their preferred approach	A . I
Experience of working as part of a multidisciplinary team within the construction and property environment	A. I
Full understanding of the development process to include the Planning Regulatory Framework	A. I
A knowledge of the Construction Process and RIBA Stages 0-7	A. I
Demonstrate the ability to be able to direct and manage teams of differing disciplines of technical and professional staff to complete activities necessary to complete feasibilities	A .I
Knowledge of design standards and processes, with the ability to independently analyse and review designs undertaken by others	A. I
Knowledge of and understand the Construction Design and Management Regulations, and Health and Safety at Work Acts, and Statutory Compliance requirements for the development and operational management of the built environment.	A .I
Ability to prepare briefs for consultants and coordinate the procurement process .	A.I
To be politically sensitive and confident in dealing directly with the public, customers, external contractors and elected members	A.I
Knowledge of procurement frameworks in public organisations, and forms of contract	A. I

Desirable Criteria -

Assessed By:

In depth knowledge of the law and process relating to the Landlord and Tenant Act and Property Acquisitions and Disposals	A. I
Ability to be able to carry out Valuations by various methods	A.I
Knowledge of the Compulsory Purchase Order, and its process	A.I
Familiarity with the RICS Commercial Service Charge Code of Practice	A.I
Detailed knowledge of the Agricultural Holdings Acts and the estate management of smallholdings	A.I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore

not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	