

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 Estates Surveyor	JEID	Z0200
Salary Grade:	Hay 10		
Team:	Strategic Assets		
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 provides expert property advice and leadership across the Council, delivering strategic asset management, estate planning, property management, and commissioning of estate services. Acting as intelligent clients, Senior Estates Surveyors oversee external consultants and specialist providers to ensure effective delivery of property management and development objectives aligned to strategic asset objectives.

Senior Estates Surveyors develop and implement long-term estate strategies, leading multidisciplinary teams and working collaboratively with internal and external stakeholders across Property Services, including Strategic Policy, Compliance, Development, Hard Services and Facilities Management. They are accountable for delivering estate management initiatives through specialist providers and provide professional advice on asset management, acquisitions, disposals, valuations, landlord and tenant matters and estate rationalisation programmes.

The role requires the preparation of business cases, feasibility studies, option appraisals, financial modelling, and governance reports to support decision-making and secure required approvals. Senior Estates Surveyors also commission and manage specialist property advice, ensuring compliance with relevant legislation, professional standards, and RICS best practice.

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

As required the Senior Surveyors support Service Directorates with the completion of Capital Investment Bids (CIF) business cases, which will include feasibilities, option appraisals, valuations and financial modelling as part of any CIF bid.

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 Estates Commissioning Manager.

Role Responsibilities

Develop and maintain effective relationships with key stakeholders, both internal and external, including at T3 and T4 level ensuring Property Services are at the heart of all matters with a property input. Act as a key liaison between Council Directorates and the wider Property Services function, facilitating effective communication, collaboration and delivery of corporate objectives.

Translate complex property issues into plain English and make recommendations to a wide range of stakeholders. Take ownership for the development and delivery of agreed solutions and negotiate effectively where there are competing priorities, conflicting demands or politically sensitive issues.

To take a role in commissioning and managing 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 ensuring that projects are delivered effectively and are successful in achieving outcomes.

Support the Estates Commissioning Manager and wider team in the provision of professional and technical information to support the completion of Business Cases. Contribute to the successful delivery of new projects through the preparation and maintenance of project documentation, performance reports and governance approvals, whilst exercising a high degree of professional autonomy.

Monitor and manage project budgets and financial performance within approved parameters, ensuring expenditure remains aligned to forecast budgets and corporate financial regulations. Provide accurate financial information, identify potential budget variances at an early stage, and take corrective action where necessary, 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 Assessed By: test / exercise (T), an interview (I), a presentation (P) or documentation (D).

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.	
☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☐ Significant use of computers (display screen equipment)	☐ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☐ Face-to-face contact with members of the public
☐ Other (please specify):	