

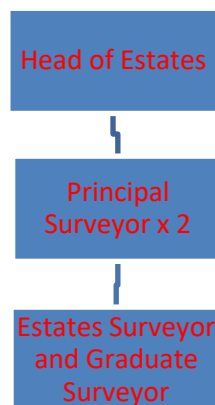
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Economy Directorate
SECTION:	Planning and Development, Estates & Assets
LOCATION:	Number One Riverside, Smith Street, Rochdale
JOB TITLE:	Principal Surveyor
POST NUMBER:	
Grade:	10
Accountable to:	Head of Estates
Accountable for:	Valuer and Estates Surveyor (TBC)
Hours of Duty:	37 flexible working hours per week in accordance with the needs of the Service.
. Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>This post is Politically Restricted in accordance with the current regulations <i>(delete as appropriate)</i></p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To provide a strong and professional lead for the management and delivery of the Estate Management Team's operational services, providing support and deputising for the Head of Estates as required, and to undertake a range of professional work, including valuation of commercial and residential property, acquisitions (including compulsory purchase) and disposals, property review, landlord and tenant, general estate management and other professional duties.

Control of Resources

Personnel

To be responsible for the management, leadership and motivation of those staff under the direct control of the postholder and to provide support as required for members of the team not under the postholder's direct supervision.

Financial

To support the Head of Estates in the effective management, monitoring and efficient use of any budget cost centres allocated to the Service and to act as budget holder when required. .

Equipment/Materials

Responsible for the efficient and effective use of equipment and materials used by the postholder and members of the team including eg laptop, phone, personal protective equipment

Equipment held for service use, eg cameras, laser measures, tapes, various tools.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework and will assist junior members of staff with their caseload, professional development and formal training.

Relationships (Internal and External)

Internal:

- Staff within the Economy Directorate.
- Relevant officers in other Services and partner organisations, including HMR CCG.
- Elected Members of the Council.
- Trade Union representatives
- Committees or Working Parties of the Council

External:

- Members of the public/representatives of community groups and voluntary organisations and the business community.
- Officers of other local authorities, GMCA and other public service bodies.
- Private, professional and technical personnel (including builders and developers)
- Members of Parliament

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) This post is not Politically Restricted in accordance with the current regulations.

Values and Behaviours

Approach the job at all times using the Council's values and behaviours:

- **Pioneering and Open** in our approach
- **Proud** of the difference we make
- **Passionate** about the diversity of the people we serve

Be aware of and apply the values and behaviours at all times.

Principal Duties

1. **To deliver and develop technical and professional excellence, by carrying out, and by supervising junior staff to carry out, a variety of general professional, property valuation, estate management, and regeneration duties, including but not limited to:**
 - Rental valuations, rent reviews and rent negotiations
 - Capital valuations – statutory and non-statutory, asset valuations, beacon valuations, rating valuations and appeals, disposal valuations, right to buys, insurance valuations, dilapidations valuations.
 - Property Review – review of land and buildings, site finding and reporting, asset management reviews and advice
 - Option appraisal – preparation and presentation of option appraisals on financial and/or service delivery bases.
 - Property management – managing service charges including budget forecasting and reconciliation, lease renewals, service of notices, easements and wayleaves.
 - Detailed negotiations for disposals, acquisitions, landlord and tenant issues, development options and other purposes
 - Options and building agreements
 - Acquisitions – negotiation of voluntary and compulsory acquisitions using Compulsory Purchase Orders.
 - Supporting other Council services and Rochdale Development Agency in bringing forward and delivering regeneration schemes to meet Corporate objectives.
2. **To administer and deliver and projects and tasks on time, within budget and to client expectations, ensuring:**
 - The effective management of the personnel and budget resource allocated including responsibility for the control and management of service budgets in accordance with the Council's policies, priorities and financial regulations.
 - The use and development of best practice
 - Prompt invoicing and debt collection
 - A high level of customer satisfaction
 - Forecasting and monitoring task and project budgets

- The preparation and delivery of reports and presentations to clients, committee and members of the public
- 3. To act as a focal point for the development of the Estates and Assets Division's technical and professional excellence by:**
- Managing and developing professional processes
 - Conforming to and contributing to the development of effective business processes and quality systems within an environment of continuous improvement
 - Participating in effective communication with clients and colleagues and to develop positive networks in order to enhance co-ordination of services and to exchange ideas of best practice.
- 4. To set and monitor the standards of junior members of staff, supply chain, and other stakeholders, by:**
- Appointing and supervising sub-contractors, ensuring quality standards of specification, monitoring and payment.
 - Providing leadership and supervision to junior members of staff, including qualified/trainee/graduate surveyors and technical staff, and to motivate team members.
 - Making a positive contribution to the professional development of junior staff, with a view to succession planning
 - Meeting performance standards and deadlines, and setting and monitoring the performance outcomes of junior members of staff
- 5. To safeguard existing clients to the business by:**
- Providing customer-focused front-line services in a way which maintains excellent relationships with client contacts.
 - Providing clients and other stakeholders with responsive, prompt and open communication
- 6. To undertake such other duties as may be commensurate with the post, including:**
- Representing the service as required at various forums, including committee meetings, public meetings, client meetings and professional and trade events
 - Deputising for the Head of Estates as required.

Secondary Duties

- 1 To provide relief for the Head of Estates as and when required to ensure continuity of service
- 2 To participate in in-service training (both as a trainee and trainor) to ensure staff of the Service are adequately trained..
- 3 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Head of Estates (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
- 4 To comply with Corporate and service-specific procedures.

Job Description prepared by Beverley Hirst

Date 20 September 2021

Agreed by Postholder

n/a

Date

Supervisor/Line Manager

n/a

Date

Assistant Director

Date

Rochdale Metropolitan Borough Council
Person Specification

Service :	Economy Directorate	Post:	Principal Surveyor
Section :	Estates & Assets	Post Number :	
Job Ref:		Grade:	10

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions			
1	Do you have the right to work in the UK?	E	AF
2	Do you have the qualifications as specified in the person specification?	E	AF/I
(a) Special Working Conditions			
2	Are you willing and able to work flexibly as and when required to fulfil service needs ? Do you have the ability to travel to sites across the borough and further afield as the demands of caseload require	E	AF/I

(b) Qualifications and Experience			
1	Experience of working as, and to the standards expected of, a Fellow or Member of the Royal Institution of Chartered Surveyors.	E	AF/I
2	Able to demonstrate experience of working competently as a surveyor within an estates management environment	E	AF/I
3	<p>Experience of working in and capable of demonstrating a working knowledge of the following areas of professional work</p> <ul style="list-style-type: none"> • The valuation of different types of property • Property acquisitions with or without compulsory purchase, with a working knowledge of CPO legislation and case law. • Land and property disposals • Landlord and tenant 	E	AF/I
4	<p>Able to demonstrate experience in dealing with the following areas of professional work:</p> <ul style="list-style-type: none"> • Strategic asset management within the public or private sectors • Regeneration and redevelopment schemes • Property Management 	D	AF/I
5	Experience of working within a professional team with the ability to apply professional knowledge and experience to support and encourage others	E	AF/I
(c) Skills and Knowledge			
1	A working knowledge of the RICS appraisal and valuation standards	E	AF/I
2	Client focused – the ability to understand and deliver services to customer needs and satisfaction with well-developed communication and negotiation skills with clients and colleagues	E	AF/I
3	Commercially aware – able to appraise and report options analytically, objectively and dispassionately, providing clear recommendations for action	E	AF/I
4	Report writing skills and the ability to present professional issues to third parties.	E	AF/I
5	IT literate – experience of maintaining computer databases up to date; having a working knowledge of Microsoft Word, Excel and Powerpoint; able to carry out professional research through the internet	E	AF/I
6	Innovative, the ability to implement and embrace change	E	AF/I

