|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **Senior Surveyor**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/> |   green band epsStockport Council  **Job Description** | |
| Post Title: Senior Surveyor  **Service Area: Estate & Asset Management**  **Directorate: Corporate Support Services** | Salary Grade: MB4 |
| **Post Reports to:** Estates Manager  **Post Responsible for:** CSS Senior Officers and CSS Officers where applicable | |
| **Main Purpose of the Job:**  As a Senior Surveyor, you will be responsible for a caseload of work that contributes to the delivery and management of the Council’s portfolio. You will undertake a range of work across the whole of the property lifecycle and contribute to the exciting development and regeneration work occurring within the Borough. Specifically, you will: -  • Provide professional property related advice in relation to the acquisition and disposal of land and property, both within the Council and with stakeholders.  • Be responsible for all aspects of property related activities, including, but not limited to; rent reviews, lettings, dilapidations, lease renewals, landlord and tenant issues, and acquisitions.  • Be a key point of contact within the service to advise on property related matters, and develop positive contacts within the Council and with partners in order to deliver key areas of work.  • Maximise the commercial opportunities within the estate and work to drive out inefficiencies.  • Provide supervision, advice and guidance to junior members of the Estates team.  • Provide excellent customer care.  • Contribute and write reports for clients, Councillors and members of the public.  • Successfully manage projects to time and budget.  • Manage high quality, cost effective Corporate and Support Services, taking a holistic, joined up view of service design, delivery and evaluation.  • Manage resources, risk and programmes of work, or give technical or professional advice and guidance to the organisation in order to meet statutory and local requirements.  • Ensure that the Council manages its resources effectively, delivering value for money, exploiting opportunities to drive out inefficiencies and generating income where appropriate. | |
| **Summary of responsibilities and key areas:**  **Assessments**  (Setting Direction) To contribute to the key aims and objectives of the organisation, both within the post holder’s specific remit, across CSS and Council as a whole.  • (Setting Direction) To comply and ensure compliance with the Council’s policies and procedures.  • (Setting Direction) To contribute and be an active member of the service, evaluating options and providing knowledge and expertise to support the aims of the Council.  • (Engaging People) To provide effective customer relationship management, resolve issues and seek customer feedback.  • (Engaging People) To ensure a highly customer-focussed approach to service delivery by regularly  seeking to determine the wants and needs of all customers and contributing to the development of those services accordingly.  • (Engaging People) To work collaboratively across CSS, the Council and with external partners to promote and deliver Council objectives and maximise performance and operational efficiencies.  • (Engaging People - Political awareness) Recognise and respond to the political environment and expectations, addressing any sensitivity and taking an appropriate view of service priorities and requirements.  • (Engaging People/Delivering Results) Manage change effectively, working with colleagues in response to external drivers and ensure that CSS remains fit for purpose now and in the future.  • (Delivering Results) To support and develop opportunities to generate additional resources in order to deliver improved services.  • (Delivering Results) Support in the elimination of duplication and other inefficiencies across CSS in order to maximise the use of resources and achieve budget targets.  • (Delivering Results) To manage of service or specialist areas including responsibility for projects, budgets, performance, staffing (including recruitment, disciplinary, health and safety, welfare), health and safety, risk, business continuity etc.  • (Delivering Results) Contribute to the key aims and objectives of the organisation, both within the post holder’s specific remit, across the section and Council as a whole.  • (Delivering Results) To work flexibly within the role and support the general activities within Corporate and Support Services and the Council.  • (Delivering Results) Respond to issues and events relating to Civic Resilience and contribute to Business Continuity, including representing the Service as required during an incident | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

****

Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

|  |  |
| --- | --- |
| **Competency** | **Essential or Desirable** |
|
| Demonstrable experience and expertise as a surveyor in an estates management environment | Essential |
| Experience of regeneration and redevelopment schemes | Desirable |
| Working knowledge of landlord and tenant law, asset disposal and acquisition legislation and case law | Essential |
| Experience of providing valuation advice for a range of purposes including Red Book valuations, Asset Register, Compulsory Purchase, Rating and Insurance | Essential |
| Commercially aware and able to apply best practice within estate management practice | Essential |
| Experience of managing projects and/or a diverse workload, achieving objectives to time and quality | Essential |
| Experience of working with a range of stakeholders to work collaboratively, to manage and implement change, working flexibly and developing innovative approaches. | Essential |
| Experience of identifying evaluating options, assessing risk and determining appropriate actions. | Essential |
| Experience of managing and working with teams to support colleagues in achieving their goals. | Essential |
| Experience of managing resources to achieve value for money and provide a high quality service. | Essential |
| Experience of working in a local government, public sector or similar environment. | Desirable |
| Effective operational management skills with well-developed negotiating and influencing skills. | Essential |
| Effective interpersonal skills with the ability to relate to all levels within the organisation and with partner agencies. | Essential |
| Effective project management and organisation skills. | Essential |
| Effective analytical skills with the ability to quickly establish implications and key issues. | Essential |
| Effective oral and written communication skills with a confident presentational style | Essential |
| Membership of the RICS | Essential |
| RICS Registered Valuer status | Desirable |
| Clean driving licence | Essential |
| Taking responsibility for own development and learning through Continuous Professional Development | Essential |
| Understands and actively supports Stockport Councils diversity and equality policy. | Essential |
| To meet Stockport Council’s standard of attendance. | Essential |
| A willingness to be flexible in a changing environment | Essential |