

POST TITLE	SENIOR LAND SURVEY TECHNICIAN
DIRECTORATE	PLACE
SERVICE	SUSTAINABLE DEVELOPMENT
RESPONSIBLE TO	SENIOR SURVEYOR
NUMBER OF POST HOLDERS	2
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

Provide a comprehensive and efficient land survey service within the department and to internal and external bodies on request.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Assist with the preparation of reports, plans and briefing notes for asset transactions, development, Compulsory Purchase Orders and similar documents
- Prepare Land Survey plans and details for annexation to correspondence, reports, leases, committee reports and title deeds
- Carry out measurement and production of plans for the Council's Asset Management Database
- Undertake and prepare Council House surveys, plot surveys, topographical surveys, floor plans, deed and title plans for sales and leases of land and buildings, including calculations of areas and volumes where required
- Undertake property surveys to provide property information for Compulsory Purchase Orders, Sales Particulars and Leases Plans
- Research and then establish on site the precise position of legal boundaries
- Prepare Topographic surveys
- Calculate areas from plans or digital data by manual or electronic means
- Provide a building elevation checking service for Planning
- Prepare housing regeneration deed of conditions and title plans
- Responsible for preparing monthly accounts, database management and monitoring & ordering specialist equipment supplies

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The post will require proficient working knowledge of Microsoft Office Suite, AutoCAD/Microstation or equivalent, Masterbill, GIS, the Ordnance Survey mapping system and land survey techniques. The post holder will require a working knowledge of relevant guidance including the RICS Code of Measuring Practice and International Property Measurement Standards. An HND in Topographic Studies or equivalent qualification is essential, with Associate RICS qualification or equivalent desired.
- The post holder is expected to demonstrate initiative by applying technical knowledge in the production of reports, plans, and schedules analysis and survey.
- The post holder will be required to use and understand complex land surveying software. The post holder will be required to draw up plans to professional standard on CAD systems.
- Strong relationships with internal stakeholders - indirect representation of the Council through response to requests to external stakeholders
- There will be some responsibility for dealing with more complex or contentious issues – eg land/property disputes
- The post holder will provide plans on the legal boundaries of land/property area that may be used in legal disputes – eg planning disputes about building heights, land encroachments, etc.
- The post holder will provide information that will impact the Council's position in boundary and property ownership disputes. The decisions may impact on property developments and may bear financial implications for the Council.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The post holder will be responsible for the planning and management of their use of time, having regard to the requirements of enquirers and as such will be responsible for managing conflicting priorities and resolving competing demands.
- The post holder may have to carry heavy equipment and move it several times during the day whilst carrying out a survey, which also involves being on one's feet for long periods of time.
- The post involves carrying out surveys and attending pre-arranged meetings (50-60%) in all weather conditions, on building sites, in disused properties, in school playgrounds, next to busy roads and in damp, dirty, noisy, limited lighting and dangerous environments, subject to Health and Safety Regulations. The post holder will occasionally be expected to work at heights.
- The post also involves office work, currently on a hybrid basis.
- The post will have some requirement to take care in relation to the working environment, work activities and dealing with people as outlined above.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post holder will have responsibility for assisting with the training, leadership and development of the Land Survey Technician post

RESOURCES

- The post holder will be responsible for the use of a Council vehicle, office equipment and technical equipment such as electronic measuring apparatus and theodolites. The post will be responsible for the security and maintenance of Council data.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).