

Post title	Surveyors
Division / Section	Property and Facilities Management
Service Area	Resources
Responsible To	Senior Surveyors
Number of post holders	3
Acting up/ Secondment	No

Purpose of Job

Undertake a range of projects/areas of work to manage the Council's operational portfolio. This will include:

- Supporting the implementation of the asset management strategies,
- Day to day management activities for assets within the operational portfolio

MAJOR TASKS/JOB ACTIVITIES

Undertake a range of projects/areas of work ensuring outcomes are delivered on time and to a high standard

Implement the detailed asset management plan prepared by the Operational Estate Manager for the operational portfolio in line with the asset management strategy

Manage the day-to-day activities for assets in accordance with the Operational Estates strategy including amongst other tasks:

- preparation, review, renewal of rents and leases/licences for events
- reception, collation and record of enquiries
- manage the collection of fees, rates, rentals, utility and other charges
- management of dilapidations

Establish and maintain relationships with internal Property and FM teams as well as external stakeholders

Work within a range of multi-disciplinary teams to deliver complex outcomes to optimise the management of the Council's assets

Include consideration of the Community Empowerment Act and other legislation in the implementation of day to day strategies

Ensure that the CAFM database is maintained up-to-date and appropriate references and links to documents are operational

The post holder will support the CPO process

The post holder will provide professional estate surveying advice to immediate colleagues, Service Areas and the Locality Teams

Report to senior management on the financial and non-financial performance against targets

Provide valuations of assets for annual accounts financial reporting

Provide instructions to and manage contracts with external consultants and contractors

Provide input into the identification, development and implementation of Estate Optimisation plan and business cases

Support the Council's democratic process, including Executive committees and Neighbourhood Partnerships, meetings of the Council and Elected Members etc.

Support the preparation and content of reports, strategic plans, other documents, briefings, presentations and FOI's for Council meetings, external agencies, senior officers, including the Council Management Team and the relevant committees as well as business and stakeholder groups.

Deputise for managers and represent the Senior Manager and/or the Council as required.

Support the Council's democratic process, including Executive committees and Neighbourhood Partnerships, meetings of the Council and Elected Members etc.

Supervision and Management of People (Numbers and type of staff)

The post will be responsible for assisting with the training, leadership and development of new and less experienced staff, including the Graduate Surveyor/Technician posts.

Creativity and Innovation

The post will develop and implement proposals relating to the provision of Operational Estate Management services.

This will involve contributing to the development of innovative solutions in a range of subject areas impacting across the council and on the entire city.

Contacts and Relationships

The post will represent the Council to a range of external stakeholders, and should present a positive impression of the Council.

The post will work with other internal departments and a range of external bodies and will require the post holder to build strong working relationships.

The post will also provide expert advice and guidance to senior management.

Decisions (Discretion)

The post will provide advice, recommendations and proposals to the senior team members on policy and service practice for a specialist operational service across the Council and/or the entire City.

The post holder will take day to day decisions regarding lease terms, etc and will carry out actions for which authority has been granted under the Scheme of Delegation.

Decisions (Consequences)

Decisions will impact on the occupational profile of the operational portfolio. Decisions will impact on the delivery of operational services by the Council and partner organisations.

Resources

The post will be responsible for monitoring expenditure to ensure it is in line with budgets set by the senior management.

The post holder will make use of Council vehicles and technical equipment such as electronic measuring devices as well as office equipment. The post holder will also handle cheques and keys and make use of PPE when required.

Environment – Work Demands

The post holder will be responsible for assisting with the planning, co-ordination and management of the Council's operational portfolio and as such will be responsible for managing conflicting priorities and resolving competing demands. The post holder will have discretion over use of own time, but will need to meet deadlines set by Committee timetables, lease events, etc.

Environment – Physical

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities.

Environment – Working conditions

The post holder will be required to carry out regular site and building inspections (40%) which may require working in inclement weather and entering vacant or underused buildings

Environment – Work Context

The post will have some requirement to take care in relation to the working environment and may be required to take access to the roof of buildings or inspect roof spaces which might require ladder access. They will be required to take care in derelict buildings and adhere to Lone Working policies and procedures.

Knowledge and Skills

The post will require knowledge and skills in a range of related professional disciplines. This will usually mean the post holder is qualified to degree level in a relevant discipline and will hold a relevant professional qualification.

The post holder will also require specialist skills such as negotiations skills.

Post requires knowledge of Microsoft Office suite and has ability to use CAFM software.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.