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| JOB ROLE PROFILE AND PERSON SPECIFICATION |
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Post Title and Number: Assistant Surveyor

Present Grade: SO1

Dept: Strategic Property Services

Service/Section/Team: Operational Estates Management

Reports to (title): Principal Surveyor/Senior Surveyor

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| Purpose of the Role: |

Undertake a variety of Assistant / Graduate Surveyor tasks and projects across Strategic Property Services (SPS) supporting the day-to-day management of the Council’s Operational estate. Assisting with transactional activities including: occupational agreements, lease/contract tenancy arrangements, negotiating and managing rent reviews and service charges, landlord consents, income and debt management, property insurance, repairs, dilapidations, breach of covenants, commercial surveying and asset valuation. This activity will be on behalf of the Council as both an occupier and a Landlord. Activities undertaken will also depend on the training/rotation plan and the requirements of the Royal Institution of Chartered Surveyors (RICS) Assessment of Professional Competency (APC). The post holder may spend time working within other departments relevant to the built environment within the Place Directorate, for example with the Property Investment and Development Team, Information Team, Construction Maintenance and Facilities Management (CMFM) Design, Architecture, Engineering, Environment or Planning teams. All Graduate Surveyor responsibilities will be carried out under the supervision of qualified surveyors and will assist in optimising the Council’s operational and commercial estate to meet the Strategic Asset Management Plan (SAMP) and corporate objectives.

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| Dimensions including Structure Chart: |

1. Annual budgetary amounts with which the role is either directly or indirectly concerned:

The post holder will have no direct budgetary responsibility but may have indirect involvement in income and expenditure budgets and will help achieve income targets when appropriate.

Assist the Senior Surveyors/Surveyors to support the operational asset portfolio which has a capital value of c.£900million.

1. Structure Chart:

See page 10

1. Number of direct reports:

No direct reports

1. Nature of reporting relationship between post holder and line manager:

Reports directly to the relevant Principal Surveyor/Senior Surveyor. Day to day supervision may vary depending on the team the post holder is assigned to.

1. Any other relevant statistics:

The Council’s non-housing property portfolio has a capital asset value c.£1.2billion. The Operational estate makes up over £900m of this

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| Key Accountabilities: |

Insert the most important and frequent accountabilities first.

(You are not restricted to eight accountabilities)

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| **Accountabilities** | **Anticipated level of time**  **H = High**  **M = Medium**  **L = low** |
| 1. Assist with all relevant surveying activities across the SPS department, participating in projects and assisting with all appropriate operational and commercial property transactions ensuring they are carried out efficiently and effectively and meet the objectives of the Strategic Asset Management Plan (SAMP) and the Council’s values and objectives. | H |
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| 1. Assist with carrying out, as required, all operational and commercial property transactions including: occupational agreements, lease/contract tenancy arrangements, negotiating and managing rent reviews and service charges, landlord consents, income and debt management, property insurance, repairs, dilapidations, breach of covenants, commercial surveying and asset valuation. Continually work to maximise income from the Council’s commercial property portfolio, raise standards, support excellent service delivery and ensure compliance with all Council policies, procedures and legislation. | H |
| 1. Work closely with the relevant Principal Surveyors/Surveyors to assist with acquisitions and disposals as well as development and investment projects. | H |
| 1. Carry out all responsibilities according to industry recognised best practice following Royal Institution of Chartered Surveyors (RICS) and Chartered Institute of Public Finance and Accountancy (CIPFA) guidelines and recommendations. | M |
| 1. Support the implementation of all strategies, policies and plans concerning the Council’s portfolio of property interests, including the SAMP and Corporate Landlord Policy. | H |
| 1. Input into, and help maintain the Asset Management System, work with the Property Information Team to ensure the asset register and Asset Management System is up to date. Assist with providing reports from the asset systems as required. | M |
| 1. Assisting with statutory valuations, greenswards valuations and day to day disposal work including due diligence. To also assist with programme management administration. | L |
| 1. Support the delivery of annual asset valuations in accordance with RICS and CIPFA regulations. | M |
| 1. Assist with managing the Council’s Rating contract and ensure that Council properties are reviewed, that the Council is appropriately represented and that the Council’s interests and assets are protected. | M |
| 1. Work closely with the HOEM, Principal Surveyors/Surveyors to assist and support project planning and implementation. | M |
| 1. Help prepare and deliver technical reports and presentations to internal and external stakeholders, committees or meetings ensuring accuracy and professionalism. | M |
| 1. Assist with providing advice on market trends, rents, values and general property advice to the Department. | L |
| 1. Positively contribute to cultural change, supporting the Council’s vision, culture and values by demonstrating the Council’s Corporate Behaviours including: working collaboratively to find solutions, being flexible and constructive, taking responsibility, being open, honest and respectful and actively listening and learning. | H |
| 1. Participate in relevant RICS professional training required to complete the APC and to work towards full RICS membership. Maintain relevant professional memberships. | L |
| 1. Attend, as required relevant internal and external meetings and conferences, networking effectively and demonstrating effective two-way communication with staff, customers, partners and residents. | M |
| 1. Any other duties reasonably requested by management. | L |
| 1. Carry out all accountabilities in compliance with the Council’s Policies and Procedures. | L |
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| Key Relationships (Internal and External): |

Internal:

(Management supervision will be provided when communicating with senior staff and Members)

Heads of Service, key managers and staff within all departments.

Corporate Maintenance and Construction Team (CMTC) and Facilities Management (FM).

Legal and Finance Departments.

Members, Ward Councillors.

External:

NHS, schools, other public bodies, other Councils, Local MP, Central Government and Government Agencies, Emergency Services.

General Public, Trade Unions, voluntary and community groups.

Existing and prospective tenants, lessees and landlords.

Professional (for example, RICS, CIPFA) and specialist external bodies, contractors and consultants.

Leisure Centre Management providers/partners, business community, property developers and agents.

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| Equality and Diversity: |

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

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| Health and Safety: |

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council’s Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health& Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

#### Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;

2. Following safety rules and procedures;

3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and

4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

* take part in safety training and risk assessments and suggest ways of reducing risks; and
* take part in emergency evacuation exercises.

Employees shall report all accidents, ‘near miss’ incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

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| Information Security: |

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council’s Information Security Policy.

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| Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice: |

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

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| PERSON SPECIFICATION |

**Job Title: Graduate Surveyor Grade: SO1**

**Department:** **Strategic Property Services** **Team: Operational Estates Management**

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| **KNOWLEDGE, SKILLS & ABILITIES** | **HOW TESTED**  Application – A  Test – T  Interview – I |
| **Job Specifics – Skills, Experience, Knowledge, Behaviours**  **Essential:**   1. **Graduate level asset/estate management knowledge in commercial/public sector surveying including, valuations, acquisitions and disposals, ratings and compensations, lease renewals, rent reviews and estate management..** 2. **Methodical with good attention to detail, logical thinker with an ability to analyse and weigh up issues and data.** 3. **Demonstrates clear and comprehensible written and verbal communication skills. Has developing report and presentation skills.** 4. **Ability to quickly learn and use relevant IT systems, including MS Office, asset management programmes, data bases and other relevant software packages.** 5. **Demonstrates some knowledge and understanding of relevant legislation (e.g. Local Government Act, Landlord and Tenant Act and Health and Safety legislation).** 6. **Demonstrates an interest and some knowledge of current issues and developments within the different surveying disciplines.** 7. **Shows enthusiasm and a clear interest in working in local government in a surveyor role. Can demonstrate some understanding of how local government operates and understands the importance of excellent customer service.** 8. **Demonstrates a flexible attitude and a “Can Do” approach to tasks.** 9. **Polite, helpful and confident manner.** 10. **Sound general numeracy skills.**         **Desirable:**  **1. Property/Surveying experience**  **2. Property-related Degree/qualification** | **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I** |
| **Behaviours**  Appropriate behaviours are key to the delivery of our vision for Enfield.  We want staff who will work collaboratively, flexibly and constructively, and exhibit this ethos in all their dealings with residents, colleagues and partners. Our leaders will be exemplars of the following behaviours and encourage them in staff at all levels;  **Takes Responsibility**  We want staff who are willing to make decisions and be accountable for them. Staff should have a positive can-do attitude where they see problems as challenges which can be overcome. They should accept responsibility for service delivery, be clear about their service offer and deliver what they promise.  **Is Open, Honest and Respectful**  We want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face. They should also be able to constructively challenge the way things are done where there is evidence that it impedes service delivery. Challenge should be conducted in a professional, courteous manner with the aim of reaching a mutually agreeable resolution.  **Actively Listening and Learning**  We want staff who are prepared to actively listen and reflect on customer concerns with a view to understanding the customer’s point of view. Staff should be able to receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate.  **Working Together to find solutions**  We want staff who can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.  **Candidates: Please ensure you address these behaviours in your responses to the essential and desirable (if applicable) criteria above.** | **A/I** |
| **Competencies:**  **Candidates: Please ensure you address these competencies in your responses to the essential (and desirable if applicable) criteria above.**  1. Customer focus  2. Deliver service performance  3. Focus on continuous improvement  4. Political awareness and context |  |
| **Qualifications & Professional registration criteria**  **Candidates: Please ensure you address these qualifications in your responses to the essential criteria, you will be expected to meet these requirements of the role and they will be explored with you at interview.**  **1. Must have a 2.1 degree (ideally RICS accredited) to enable the candidate with relevant work experience to commence their APC within 12 months of commencing this position and to work towards full RICS membership. You will ideally hold a RICS accredited degree, however, we welcome applications from those studying a non-accredited degree who are looking to pursue a career in Surveying. (Refer to RICS membership levels and regulations at https://www.rics.org/uk/surveying-profession/join-rics/).**  **Full support for the APC will be provided (including costs) and any appropriate CPD and education support required.** | **A/I** |
| **Special requirements**  **Candidates: Please note you will be expected to meet these requirements of the role and they will be explored with you at interview.**  **1. Hold a clean driving licence and have access to a vehicle to make site visits, or you will need to put in place suitable alternative travel arrangements (e.g. bicycle)**  **2. The post holder must be prepared to work across various departments within SPS and the Place Directorate. They must also be willing to participate in any appropriate training courses run by RICS or any other professional training organisation or by the Council’s Corporate Graduate training department.** | **A/I**  **A/I** |

**Structure Chart**