

### IPI PERSON SPECIFICATION

**Post:** Senior Surveyor – Property and Facilities Management

**Post No:** RL19136

**Department:** Corporate Support

**Division:** Asset Management

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<b><u>QUALIFICATIONS/TRAINING</u></b>		
Professional Member of the RICS (General Practice) or equivalent.	(E)	AF/C
Registered Valuer	(D)	AF/C
High level of IT skills including Access, Office, Mapinfo and/or other GIS based mapping systems and financial management/monitoring packages.	(D)	AF/I
<b><u>EXPERIENCE</u></b>		
Substantial experience in the field of Property Management including commissioning of repair and maintenance works, commercial and statutory valuations, CPO and compensation, Rating, Landlord and Tenant and general estate management activities	(E)	AF/I
Experience of leading a small team under direct supervision.	(E)	AF/I
Experience of working within a Local Authority environment and in particular presenting to and dealing with Elected Members.	(D)	AF/I
Experience in application of a commercial approach to the delivery of professional services.	(D)	AF/I
Experience of being accountable for and accounting for budgeted expenditure and income.)	(E)	AF/I
<b><u>KNOWLEDGE/SKILLS/APTITUDES</u></b>		
<b>Knowledge</b>	(E)	AF/I

<p>The post holder requires expert theoretical, practical and procedural knowledge across the specialist area of Property Management</p> <p>The post holder will be required to have a reasonable knowledge of the processes and procedures necessary to effectively manage a complex property portfolio and deliver specialist work programmes.</p> <p>The post holder requires detailed knowledge of the associated Council organisational policies, practices and procedures or an equivalent level of organisational, procedural and policy knowledge.</p>	<p>(E)</p> <p>(E)</p>	<p>AF/I</p> <p>AF/I</p>
<p><b>Skills</b></p> <p>The post holder requires analytical and judgemental or creative and developmental skills to analyse and interpret very varied and complex information or situations and to produce solutions.</p> <p>The post holder will be required to exercise well developed advisory, counselling, negotiating or persuasive skills, or advocacy, in order to convince others to adopt courses of action they might not otherwise wish to take and exchanging orally and in writing complex information with a range of audiences, including non-specialists</p> <p>The post holder will be required to exercise significant planning skills in relation to the procurement and deployment of physical resources and changing the source, nature, level and composition of such resources to meet service requirements, this includes extensive electronic datasets.</p> <p>The post holder requires the following leadership abilities:</p> <ul style="list-style-type: none"> <li>• Manage change positively and to deliver successful outcomes.</li> <li>• Plan strategically and operationally.</li> <li>• Work corporately within a 'One Council' approach as well as collaboratively with partners.</li> <li>• Communicate effectively.</li> <li>• Develop self</li> <li>• Maintain personal resilience.</li> </ul> <p>The post holder will be required to work out on site and this will involve some exposure to disagreeable, unpleasant or hazardous environmental working conditions and people related behaviour.</p>	<p>(E)</p> <p>(E)</p> <p>(E)</p> <p>(E)</p> <p>(E)</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><b>Aptitudes</b></p>		

The post holder will be required to work within Council policies. The work involves using considerable discretion and initiative over a very broad area of activity with minimal specific managerial direction.	(E)	AF/I
The post requires lengthy periods of concentrated mental attention.	(E)	AF/I
	(E)	AF/I
<b><u>SPECIAL REQUIREMENTS</u></b>		
The post holder may be expected to attend meetings outside of normal working hours  The post holder must be able to travel independently over a wide geographical area if required.	(E)	I
	(E)	I
	(E)	I

Prepared by: **Andy Bond**

Date: **July 2015**

Revised by **Sue Crompton**

Date **August 2022**

AF = Application Form

C = Certificate

I = Interview