

## Job Description

<b>Management Grouping:</b>	<b>Finance &amp; Corporate Services</b>
<b>Team:</b>	<b>Assets, Property &amp; FM</b>
<b>Post Title:</b>	<b>General Practice Surveyor (Bexley 17)</b>
<b>Reporting to:</b>	<b>Principal Surveyor</b>

### **Purpose of the job:**

To provide a wide range of valuation, estate management and other professional services within a team environment in support of the Council's varied objectives with an emphasis on effective use and management of the Council's asset portfolio.

### **Principal accountabilities**

#### Implementation

- The post holder will be expected to actively support the Council's objectives by:
  - identifying opportunities to maintain the Council's financial self-sufficiency
  - manage projects to deliver outcomes and ensure success
  - being an active team member and being an inspiration to others
  - work within set parameters but also being innovative
  - to work with partner organisations to achieve common objectives
- To project manage tasks to ensure a successful outcome.
- To undertake valuations, development appraisals and prepare business cases to assist senior managers in their decision making process.
- To assist the Council in the complex task of achieving its growth strategy by obtaining powers of compulsory acquisition, undertaking referencing, the service of statutory notices, cost estimates, producing statements of reasons, attendance at public enquiries and the negotiation of compensation terms to assist land assembly.
- To utilise the Council's land and property in pursuance of the Council's objectives and strategies either by agreement or by the use of compulsory powers, within budgetary constraints and programmes.
- To project manage the negotiation of appropriate property transactions with private land owners pursuant to the implementation of specific projects and to undertake estate management thereafter.
- To dispose/let surplus land and property in accordance with the Council's approved programme and to achieve either the best return for the Council or other objectives as directed.
- To give professional property advice as requested so as to help facilitate decision making and to interpret legal documents and legislation as required

- To manage Council-owned property, prepare reports on relevant issues (such as condition, usage, compliance with covenants etc.) and undertake appropriate remedial action in the best interests of the Council.
- To prepare management reports, statistical data and budget estimates as and when necessary to assist managers in monitoring progress against anticipated targets.
- To be fully conversant with the relevant statutory provisions, the Council's constitution, Business processes, financial and procurement regulations etc., so that appropriate advice and support may be given when required.
- To undertake comprehensive property reviews within defined areas across the borough and to identify opportunities for service improvement/financial gain and regeneration and growth benefits.

#### Organisational Control and Development

To keep under review and develop the structures, procedures and working methods (including new technology) for which the post holder is responsible to ensure an integrated, effective and efficient approach to the delivery of services.

#### Staff Management and Development

- Directing technical, support staff and consultants as required in connection with your work, including the management of matrix project team members.

#### Personal Effectiveness

- To present effective, timely and relevant advice and information to Members and senior managers both in writing and orally to ensure that they are briefed on major and sensitive issues.  
To promptly deal with all matters requiring the post holder's personal attention.  
To establish and develop effective working relationships and productive partnerships with all the relevant partners, including those in and outside the Council.
- To keep at the forefront of developing property legislation/practices, to be commercially aware and to be in touch with changing market conditions.

# Person Specification

Post Title: General Practice Surveyor

Selection Criteria	Essential/ Desirable (E/D)	Method of Assessment (A/I/T)*
(a) <b><u>Education and Formal Training</u></b> Minimum Membership of RICS	E	A
(b) <b><u>Experience and Knowledge</u></b> Post qualification experience in Development Appraisal; Disposal and Estate Management	E	A/I
(c) <b><u>Skills and Abilities</u></b> Good working knowledge of IT  Able to produce effective reports  Able to communicate well at all levels  Able to produce accurate and good quality documentation  Good co-ordination/project management skills  Able to interpret and act on instructions as well as acting on own initiative  Able to work to strict deadlines  <u>English Language Requirements for Public Sector Workers:</u> <ul style="list-style-type: none"> <li>• Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.</li> <li>• Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation.</li> <li>• Ability to listen to customers and understand their needs.</li> <li>• Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations.</li> </ul>	E	A/I/AT

\*Selection Method key:

I = Interview

A = Application Form

AT = Ability Test

Applicants will be assessed against these criteria and the following high performance indicators throughout the recruitment process.

## High Performance Indicators

Values	Behaviours for staff	Behaviours for managers
<b>Innovation</b>	<p>I respond flexibly and adapt to changing demands</p> <p>I am prepared to take managed risks to achieve better outcomes</p> <p>I ask 'What if...?' to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo</p>	<p>I routinely look for innovative and cost-effective ways to improve performance and customer service</p> <p>I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future</p> <p>I take calculated risks based on available evidence and my professional judgement to learn and try new things</p>
<b>Leadership</b>	<p>I demonstrate a clear sense of purpose and direction, in line with organisational objectives</p> <p>I am willing to take difficult decisions</p> <p>My personal actions promote a positive image of Bexley</p>	<p>I take responsibility for my service and for making things happen to make a difference to my service users</p> <p>I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work</p> <p>I inspire, lead and encourage staff to move forward</p>
<b>Collaboration</b>	<p>I show respect for others and value contributions from internal and external partners and customers</p> <p>I recognise the right solution, regardless of who initiated it</p> <p>I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver</p>	<p>I encourage the feeling that the team is a collective unit with shared goals</p> <p>I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council</p> <p>I network internally and externally</p>
<b>Listening and Responding</b>	<p>I acknowledge other people's viewpoints and work with them to find a win-win solution</p> <p>I prepare and present information anticipating questions and problems</p> <p>I adapt my style to the audience and their needs, using the most appropriate communication channels</p>	<p>I seek regular service user feedback and review customer data to shape service improvements</p> <p>I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them</p> <p>I empower staff to make decisions and changes to improve value for money, customer service and productivity</p>
<b>Open and Accessible</b>	<p>I see issues from the customer / user perspective</p> <p>I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs</p>	<p>I am accessible to my service users, customers, staff and Members</p> <p>I communicate and share a clear vision for the bigger picture as well as specific service areas</p>

	I seek to build and maintain positive relationships with customers and partners	I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations
<b>Impact</b>	<p>I prioritise my activities and resources to focus on those which have the most impact for residents</p> <p>I take responsibility for making things happen and achieving my objectives</p> <p>I make decisions and clear recommendations based on my professional opinion, experience, and informed by a range of information and evidence</p>	<p>I design services that provide value for money and deliver our outcomes, informed by evidence</p> <p>I produce, prioritise and adapt plans to meet changing requirements</p> <p>I set interim goals to achieve notable wins on the way to larger objectives</p> <p>I deal with poor performance</p>