

**Directorate:** Deputy Chief Executive's Department

**Unit/Section:** Infrastructure

**Grade:** KR8

**Responsible to:** Surveyor

### **Purpose of the Job:**

Provide support to surveyors on a range of portfolio projects ensuring, all necessary actions are taken to maximise value, minimise operational costs / liabilities and promote efficient use of assets

### **Main duties and responsibilities:**

1. Support the delivery of pro-active property advice and guidance to managers, and partners in respect of a portfolio of properties in a business focused and consistent way.
2. Support surveyors in implementing all necessary activity and operating policies to ensure that portfolios of land and property are fully managed, leading on specific activities as required
3. Deliver a programme of straight forward estates delivery plans in accordance with service strategies ensuring best value and maximum benefit at minimum cost
4. Undertake and support specific projects, researching and providing advice and information on a range of issues enabling solutions to be found. Analyse, interpret and evaluate data using a range of techniques
5. Ensure externally procured property consultancy advice drives value for money and that commissions are completed on time, within budget and to a high quality
6. Provide accurate and up to date management and performance information, and data regarding assets in the portfolio and any property transactions. to enable an informed response to enquiries regarding the Council's assets.
7. Promote and deliver a customer focused approach, displaying customer focused, professional and empathetic behaviour. Provide excellent service ensuring delivery is high quality and puts the customer at the heart of every aspect of the work in fulfilling customer expectations
8. Promote an environment for innovation with opportunities to plan new interventions that will drive innovation and proactively embracing new ways of working. Consistently looking at the current way of working to see how this can be improved.

9. Continually develop professional skills and knowledge, sharing this and good practice examples with colleagues, in order to build capacity in the function.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Assistant Surveyor*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

<b>Qualifications</b>	Level 3 qualification or equivalent or relevant first level professional qualification
	Evidence of relevant training relating to the role
<b>Experience</b>	Experience of working in a similar environment
	Experience of working with a range of occupied and unoccupied property
	Experience of working in a small professional team
<b>Skills and Abilities</b>	Good interpersonal and communication skills, both oral and written
	Ability to understand KCC's policies and procedures and use where required
	Able to think laterally and take a problem-solving approach
	Good IT skills in MS Office packages
	Ability to prioritise and work to a range of timescales
<b>Knowledge</b>	Knowledge of working in a property environment with a portfolio
	Some experience or practical knowledge of procurement
	Awareness of the main legislative framework in the property sector
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p>

	<b>Externally Focused</b> - Residents, families and communities at the heart of decision making
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