

## Kent County Council

### Job Description: *Surveyor*

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**Directorate:** Deputy Chief Executive's Department  
**Unit/Section:** Infrastructure  
**Grade:** KR10  
**Responsible to:** Principal Surveyor

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

As part of team of surveyors aligned to one of the three property portfolio in line with the RICS standards and the Councils constitution you will deliver a professional property advice on land and property issues including estate compliance, landlord and tenant, inspections, rates and asset insurance and account valuations, boundary disputes, village green applications, defects in title. (For the education portfolio this will include specialist education aspects including Schedule 1/ S77 applications, academy leases and school transfers.) The post holder will implement the estates strategies across a portfolio of properties. The portfolio will vary in size will include a number of complex cases which will require the post holder expertise to develop strategies and solutions.

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

- Responsible for developing and implementing strategies across a portfolio of properties in relation to estates, property/projects and complex transactions. Provide professional advice on land and property issues ensuring that the advice is compliant with legislation and the councils' processes to ensure value for money and relevant procedures and guidelines are fully incorporated into working practices.
- Commission and monitor externally procured property consultancy advice/legal advice in compliance with KCC processes to ensure that commissions are completed on time to a high quality across your property portfolio.
- Influence the development of policy, procedure and systems and contribute to the development and changes to portfolios and strategy, ensuring the impact of existing policies, portfolios and the councils wider operating context is taken into account.
- Establish and maintain a network of internal and external contacts, including links with other authorities, multi-disciplinary project teams, external agencies and regional partners, in line with the needs of the case/project allocation to deliver property solutions across partner organisations.
- Develop, manage and implement a range of estate delivery plans, undertaking risk analysis, budget forecasting, business cases and project appraisals across all allocated cases to ensure information is available at all stages of the project and performance levels are met, ensure action is taken to resolve issues at an early stage
- Undertake the writing of reports to inform senior managers decision making processes, providing expert advice, actions and recommendations

- Participate and lead, where appropriate, project board/steering groups in order to provide specialist advice for projects.
- Lead commercial property negotiations with key stakeholder at senior levels with partners, tenants and landlord ensuring value for money and the best outcome for the council.
- Ensure 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.
- Facilitate an environment for stimulating innovation with opportunities to plan new interventions that will drive innovation and proactively embrace new ways of working. Consistently looking at the current way of working to see how this can be improved.

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

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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>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A Member or Fellow Royal Institute of Chartered Surveyors</li> <li>• Level 5 qualification (diploma or degree) or advanced level professional knowledge or qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Established experience in a similar environment, managing a range of occupied and unoccupied property</li> <li>• High level of experience and expertise of managing property transactions of varying complexity driving value and quality of service</li> <li>• Experience of leading, managing and motivating a professional team</li> <li>• Experience of a one team approach and working collaboratively with a wider team</li> <li>• Experience of partnership working within a public sector on specific projects</li> <li>• Experience in Local authority education property environment</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, both oral and written</li> <li>• Ability to understand a range of service priorities, and assist with formulating strategies and working them into deliverable property plans</li> <li>• Ability to present to a range of stakeholders</li> <li>• Able to use own initiative, be innovative, taking responsibility for actions and decisions</li> <li>• High level of IT skills including MS Office packages</li> <li>• Support the development of a high-performance culture and high team productivity</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Sound understanding of property market trends and developments and the operating context of the public sector Good knowledge of working in a property environment</li> <li>• Practical knowledge of procurement and awareness of the legislative frameworks in the property sector</li> <li>• Knowledge of political awareness, diplomacy and sensitivity</li> </ul>

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