

Kent County Council

Job Description: Surveyor

Directorate	Deputy Chief Executive Department
Unit	Infrastructure
Section	Real Estate
Grade	KR11
Responsible to	Principal Surveyor

Purpose of the Job:

As part of team of surveyors aligned to one of four property portfolios, in line with the RICS standards and the Council's constitution, you will deliver professional property advice on land and property issues including estate compliance, landlord and tenant, including matters involving contractual enforcement, negotiation and responding to issues arising from estate management, inspections, rates and asset insurance and account valuations, boundary disputes, defending village green and public rights of way applications, defects in title and where required represent Council at Court and Tribunals, and undertake asset acquisitions and disposals. (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 Council's Estate Strategy across a portfolio of properties. Portfolios vary in size but include a number of complex cases which will require the post holder 's expertise to develop strategies and solutions.

Main duties and responsibilities:

1. 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.
2. 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.
3. Recommend and develop estate policy, procedure and systems where relevant and contribute to the development and changes to portfolios and strategy, ensuring the impact of existing policies, portfolios and the council's wider operating context is taken into account.
4. Establish and maintain a network of internal and external contacts, including links with other authorities, Central Government, 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.
5. 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

6. Undertake the writing of reports and presenting of them at Committees, Boards, Groups and other decision making bodies in the Council and to other external Partners, public and Government bodies, corporations and private companies to inform Decision makers, senior managers and decision making bodies, providing expert advice, actions and recommendations, ensuring that it complies with statutory, constitutional, policy and strategy frameworks and is consistent with the latest legislation and case law.
7. Participate and lead, where appropriate, project boards/steering groups in order to provide specialist advice for projects and be able to respond on matters that relate to land and property with professional integrity to influence the right and appropriate outcomes for KCC's Estate and other decisions and actions where property is a component.
8. 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.
9. Enforce contracts and lease terms as appropriate and lead on disputed land and property matters, ensuring that KCC take the right actions and obtain appropriate legal and expert advice as necessary, and where required represent Kent County Council as a witness in Court and Tribunal proceedings. Support participate in legal settlement work.
10. 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.
11. 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 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

Job Description: Surveyor

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.

	CRITERIA
Qualifications	<ul style="list-style-type: none"> • A Member or Fellow Royal Institute of Chartered Surveyors (with at least 1 year PQE.) • Level 5 qualification (diploma or degree) or advanced level professional knowledge or qualification
Experience	<ul style="list-style-type: none"> • Established experience in a similar environment, managing a range of occupied and unoccupied property • High level of experience and expertise of managing property transactions of varying complexity driving value and quality of service • Experience of leading, managing and motivating a professional team • Experience of a one team approach and working collaboratively with a wider team • Experience of partnership working within a public sector on specific projects • Experience in Local authority education property environment
Skills and Abilities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills, both oral and written • Ability to understand a range of service priorities, and assist with formulating strategies and working them into deliverable property plans • Ability to present to a range of stakeholders • Able to use own initiative, be innovative, taking responsibility for actions and decisions • High level of IT skills including MS Office packages • Support the development of a high-performance culture and high team productivity
Knowledge	<ul style="list-style-type: none"> • Good knowledge of working in a property environment • Sound understanding of property market trends and developments and the operating context of the public sector • Practical knowledge of procurement and awareness of the legislative frameworks in the property sector • Knowledge of political awareness, diplomacy and sensitivity
Kent Values and Cultural Attributes	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p>

	<p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
--	--