

## Kent County Council

Job Description: *Principal Disposal, Acquisition and Investment Surveyor*

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<b>Directorate:</b>	<b>Deputy Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Infrastructure</b>
<b>Grade:</b>	<b>KR12</b>
<b>Responsible to:</b>	<b>Head of Disposal, Acquisition and Investment</b>

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

Oversee, lead and manage a team of disposal, acquisition and investment surveyors to adopt, develop process and ensure adherence to the Constitution and RICS in the delivery of professional property advice on all land and property issues including compliance, valuations, property due diligence, compulsory purchase and compensation, investment vehicles and purchase and sale.

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

- As the professional lead for your portfolio area, lead, manage, deliver and evaluate a case load of complex projects providing a solutions focussed approach as part of the designated property portfolio and management of the disposal, investment and acquisition elements of the budget
- Lead a portfolio overseeing the surveyors activity, developing land management strategies, reviewing and developing policies, reporting on performance and compliance in all areas of the portfolio to Infrastructure Senior Management Team ensuring the portfolio performance targets are achieved..
- Contribute where required to portfolio and service strategies across infrastructure including embedding the Councils Net Zero aspirations as part of the council's disposal, investment and acquisition strategies
- Oversee and lead the commissioning of externally procured property consultancy advice/ or legal advice across the relevant portfolio in compliance with the Councils processes which drives value for money to ensure that commissions are completed on time, within budget and to a high quality.
- Oversee across your portfolio the timely, accurate and up to date management and performance information, and data regarding assets in the portfolio and any property transactions. Ensure that these records are used correctly and accurately to underpin key decision making and to respond to enquiries regarding the Council's assets
- Develop partnerships with external agencies and partners in line with the Council's property strategy to deliver complex property solutions across partner organisations. Promote value for money in all activities and pro-actively seek opportunities for partnership working/income generation.

- Lead and manage a team of professionally qualified staff and those working towards qualification developing and motivating them through day-to-day support and supervision. Manage professional development of your team's performance, to ensure they are capable of providing a high-quality service in line with KCC and Infrastructure values and vision
- Prepare, maintain, and lead unit delivery plans, risk analysis, budget forecasts, business cases and project appraisals across your portfolio. Responding to unplanned service priorities to meet the aims and objectives of the council
- Prepare reports for Council Members and senior officer decisions and other purposes and provide information for inclusion in such reports on various matters from a professional Property viewpoint
- Responsible for driving a customer centric approach and 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 fulfilling customer expectations
- Responsible for stimulating 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.

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.

## **Kent County Council Organisational Responsibilities**

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

### **Whole Council**

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

### **Integration of Services**

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

### **Embedding Commissioning and Engaging relevant markets**

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

## **Managing Change**

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.

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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.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to Level 5 Qualification or equivalent</li><li>• Evidence of continuing CPD</li><li>• A Member or Fellow Royal Institute of Chartered Surveyor</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Substantial experience in a similar environment</li><li>• High level of experience and expertise of managing a complex mix of property contracts transactions driving value and quality of service</li><li>• Experience of working with a range of occupied and unoccupied property</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 setting at different levels</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 present complex information to a range of stakeholders</li><li>• Ability to understand a range of strategic priorities, and assist with formulating and working them into deliverable plans</li><li>• Ability to work under pressure to a high standard</li><li>• Able to work on own initiative taking responsibility for actions and decisions</li><li>• Good IT skills in MS Office packages</li><li>• Leading on the development of high-performance culture and high team productivity</li><li>• Strong negotiation and commercial acumen</li><li>• Ability to lead and motivate a team</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of working in a property environment with a complex portfolio</li><li>• Understanding of complex issues facing the public sector and property challenges raised Excellent knowledge of risk management, customer focus, operation in an environment with political sensitivities</li><li>• Knowledge of the main legislative framework in the property sector</li><li>• Experience or practical knowledge of procurement</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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