

Person Specification

POST:	SENIOR ESTATES SURVEYOR	GRADE:	10
DIRECTORATE:	ENVIRONMENT	POST NO:	

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Working Collaboratively	
Works with our partners and the community to achieve the best outcomes in a seamless way.	Interview
One Team One Council	
Encourage a culture of participation where staff feel empowered and valued.	Interview
Builds effective relationships outside immediate team.	Interview
Creates good customer relationships and demonstrates the highest level of customer care.	Interview
Shares a sense of pride in the work of the Council.	Interview
Communicates effectively.	Interview
Professional and polite and earns the respect of management and colleagues.	Interview
Work Smart	
Ensures public money is spent in the smartest way possible.	Interview
Participates in corporate working to ensure integrated service provision.	Interview
Demonstrates a positive can do approach.	Interview
Embraces a culture of continuous improvement.	Interview
Is accountable and transparent and takes responsibility for own actions.	Interview

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Works flexibly and is receptive to new ideas and different ways of working.	Interview
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	Interview
Evaluates and manages operational risk.	Interview
Brings commerciality into everyday thinking.	Interview
Organised in terms of prioritising and completing work.	Interview
Takes responsibility for own personal development.	Interview

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
A degree in surveying or estate management or able to demonstrate sound experience in an Estates Office.	ESSENTIAL	Application Form/Interview
Member of the Royal Institution of Chartered Surveyors	ESSENTIAL	Application Form/Interview
RICS Registered Valuer	DESIRABLE	Application Form/Interview
Evidence of Continuing Professional Development	ESSENTIAL	Application Form/Interview

SKILLS/KNOWLEDGE/ABILITIES	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
Knowledge and understanding of the issues relating to the property management of a commercial property portfolio	ESSENTIAL	Application Form/Interview
Knowledge of relevant legislation and the RICS Appraisal and Valuation Manual.	ESSENTIAL	Application Form/Interview
Effective personal communication and presentation skills, both verbal and written.	ESSENTIAL	Application Form/Interview
The ability to work both independently and as part of a team to deliver effective Estates service in accordance with professional standards and best practice.	ESSENTIAL	Application Form/Interview

EXPERIENCE	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Experience of managing a commercial portfolio.	ESSENTIAL	Application Form/Interview
Experience of working for or with public sector organisations	DESIRABLE	Application Form/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL /DESIRABLE	METHOD OF ASSESSMENT(Application Form/ Interview/Test)
Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence)	ESSENTIAL	References
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	ESSENTIAL	Application Form/Interview
Full UK driving licence	ESSENTIAL	Application Form/Interview
Own car or other acceptable means of mobility throughout the Borough	ESSENTIAL	Application Form/Interview

PREPARED BY: M.BLUNDY	DATE: JULY 2020
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The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability