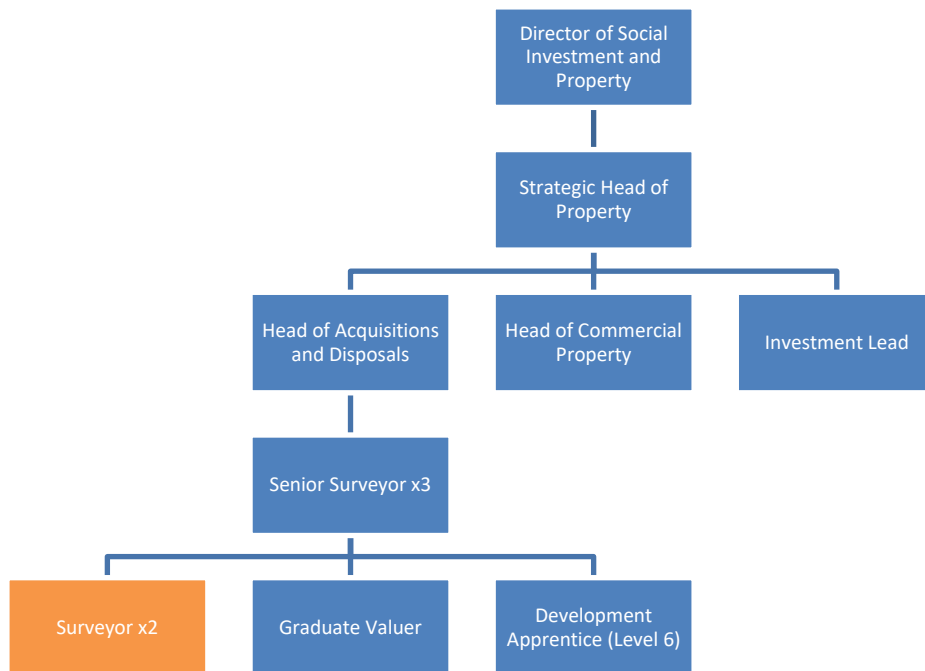


## JOB DESCRIPTION

|                    |                                |
|--------------------|--------------------------------|
| <b>Job Title</b>   | Surveyor                       |
| <b>Directorate</b> | Housing and Social Investment  |
| <b>Service</b>     | Social Investment and Property |
| <b>Grade</b>       | G                              |

|                                                           |     |
|-----------------------------------------------------------|-----|
| <b>Employees directly supervised<br/>(if applicable):</b> | N/A |
|-----------------------------------------------------------|-----|

### Family Tree *(job titles only, no employee names)*



## **1. JOB PURPOSE:**

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To take responsibility for a variety of property transactions, including acquisitions, disposals, and developments, working closely with the Senior Surveyor to ensure compliance and achieve best value for the Council.

To be undertake and oversee valuations, both internally and externally undertaken for, and on, the Council's real estate portfolio, and conducting initial feasibility studies for development projects, considering planning, construction, and financial viability.

To provide expert advice on development viability, planning, and property law to internal and external stakeholders, and offer development and investment advice in relation to Council-owned and third-party sites to support the Social Investment and Property team.

## **2. DESCRIPTION OF DUTIES:**

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- Undertake property valuations for various purposes, including acquisitions, disposals, Right to Buy, and Leasehold Extensions, in accordance with RICS standards.
- Conduct market research and data analysis to inform valuation decisions and identify potential acquisition and disposal opportunities.
- Manage the acquisition or disposal process for assigned properties, ensuring compliance with procurement regulations and best practice.
- Liaise with external stakeholders, including agents, landowners, developers, and solicitors, to facilitate smooth transactions and ensure compliance with legal and regulatory requirements.
- Negotiate terms for property acquisitions and disposals, seeking to achieve optimal value for the Council.
- Prepare property reports and presentations for internal stakeholders, including briefing reports, Executive and Key decision reports, to support Council decision-making.
- Conduct feasibility studies, including financial, planning, and environmental assessments, to evaluate the viability of development proposals.
- Prepare and submit planning applications, including gathering necessary data and preparing supporting documents.
- Prepare drafts of contracts and procurement documents for the appointment and management of external consultants.
- Monitor the progress of development projects, identify and manage potential risks, and prepare reports to inform Lead Members and relevant Officers on project progress.

## SELECTION CRITERIA/PERSON SPECIFICATION

**Job Title:**

Surveyor

### Conditions to Note:

#### Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

#### Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

#### Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A</b> | <b>Equal Opportunities</b><br>Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>B</b> | <b>Qualifications</b> <ul style="list-style-type: none"> <li>• Membership of Fellow of the Royal Institution of Chartered Surveyors RICS.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>C</b> | <b>Skills; Experience and Attitude</b> <ul style="list-style-type: none"> <li>• Proven experience in conducting property valuations, including residential, commercial, and industrial properties and undertaking feasibility studies, including financial, planning, and environmental assessments.</li> <li>• A solid track record in managing the entire acquisition and disposal process, from initial identification to completion and preparing and submitting successful planning applications.</li> <li>• Strong negotiation skills to secure the best possible deals for the Council.</li> <li>• Experience in managing the entire development process, from inception to completion.</li> <li>• Experience in building and maintaining positive relationships with a wide range of stakeholders, including agents, landowners, developers, solicitors, and internal departments.</li> <li>• Excellent report writing skills to produce clear, concise, and accurate reports for various audiences.</li> <li>• A thorough understanding of relevant property legislation, regulations, and procurement procedures.</li> <li>• Strong technical knowledge of property valuation methodologies, market analysis, and financial modelling, and of planning law, building regulations, and development economics.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Proficiency in data analysis tools to identify trends, opportunities, and risks.</li> <li>• A creative and analytical approach to problem-solving, with the ability to identify and implement effective solutions.</li> <li>• A meticulous approach to work, with a strong focus on accuracy and precision.</li> <li>• Excellent time management and organizational skills to manage multiple tasks and deadlines effectively.</li> <li>• A proactive and self-motivated approach to work, with a willingness to take initiative.</li> <li>• A strong team player, able to collaborate effectively with colleagues from diverse backgrounds.</li> <li>• A client-focused approach, with a commitment to delivering high-quality service.</li> <li>• A strong ethical compass, with a commitment to integrity and transparency.</li> </ul> |
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| Our Values & Behaviours |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D                       | <div><b>PUTTING COMMUNITIES FIRST</b></div> <ul style="list-style-type: none"> <li>• We put local people at the heart of decision making in everything we do.</li> <li>• We seek to include and involve: all voices matter.</li> <li>• We provide quality services that are responsive, effective and efficient.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I actively involve and include the communities that I serve in my work.</li> <li>• I shall reflect the views of the communities in my daily work.</li> <li>• I shall improve the service I provide through seeking feedback from others.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I have been included</li> <li>• I can see how my views have been taken into account</li> <li>• I can see improvements and developments based on my input</li> </ul> |
| E                       | <div><b>RESPECT</b></div> <ul style="list-style-type: none"> <li>• We listen to everyone and value the personal experiences of people in our communities and of each other.</li> <li>• We adopt a fair, and involving approach regardless of any way in which an individual is different to us.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I adapt my approach to take account of all differences and cultures in the community and with colleagues.</li> <li>• I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves.</li> <li>• I communicate in a way that is respectful, encourages involvement and meets people's needs.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I feel my culture and background are respected.</li> </ul>                          |

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|   | <ul style="list-style-type: none"> <li>• I have confidence that action is being taken.</li> <li>• I feel I am being treated fairly.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| F | <div style="background-color: #00a0e3; color: white; text-align: center; padding: 5px; border-radius: 10px; margin-bottom: 10px;"><b>INTEGRITY</b></div> <ul style="list-style-type: none"> <li>• We act with openness, honesty, compassion, responsibility and humility.</li> <li>• We let people know what we are doing and communicate why and how decisions have been made.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I demonstrate empathy in my interactions with others.</li> <li>• I am honest and transparent about the decisions I take.</li> <li>• I follow through on the actions I say I will take and take ownership for communicating the outcome.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I am told when something is not possible and the reasons why are explained to me.</li> <li>• I feel my perspective is listened to and understood.</li> <li>• I feel my views are valued</li> </ul>                                                                                                                     |
| G | <div style="background-color: #00b050; color: white; text-align: center; padding: 5px; border-radius: 10px; margin-bottom: 10px;"><b>WORKING TOGETHER</b></div> <ul style="list-style-type: none"> <li>• We work together and in partnership with everyone that has an impact on the lives of our residents.</li> <li>• We want to understand, learn from each other and continually adapt.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I work with others to provide an effective service for residents, local communities and other departments within the Council.</li> <li>• I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.</li> <li>• I seek out opportunities to learn from my colleagues and build on good practice.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I can get my issue resolved without being passed around departments.</li> <li>• I find it easy to access the services that I need.</li> <li>• I feel the Council is open to new ideas.</li> </ul> |