

#### PERSON SPECIFICATION

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| Post Title: **Estates Surveyor** | Post Number: DR306 |
| Division: **Corporate Property Team** | Grade: **H** |
| JE Ref: **A2200** | Date Revised: **August 2019** |

This form sets the standard for the person needed for this job, and also suggests the questions to be asked at short listing and interview stages. The requirements are job-related and described using appropriate words and marked E (Essential) or D (Desirable) as appropriate. There will not necessarily be an entry in every box.

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|  | | REQUIREMENTS | | | **ESSENTIAL (E) OR**  **DESIRABLE (D)** | | MEASUREMENT **(see below)** | |
| EXPERIENCE | | Experience of dealing with landlord and tenant matters. | | | E | | 1 & 3 | |
| Experience of dealing with land and property valuation sales and acquisitions. | | | E | | 1 & 3 | |
| Experience working in a local authority Estate Management Team. | | | D | | 1 & 3 | |
| **SKILLS REQUIRED** | | Have ICT skills sufficient to use Microsoft Office Packages including Outlook, Word, Excel and Project | | | E | | 1, 2 & 3 | |
| Ability to work collaboratively with other staff members, Councillors, external agencies, leaseholders, tenants and the general public. | | | E | | 3 | |
| Good organisational skills sufficient to manage and prioritise various work tasks. | | | E | | 3 | |
| The ability to converse at ease with customers and provide advice in accurate spoken English both over the telephone or face to face. | | | E | | 3 | |
| Experience using Geographic Information Systems (Mapinfo) | | | D | | 1 & 3 | |
| Literacy skills sufficient to write suitable business emails, letters, documents and complex reports to tenants, leaseholders, Council Members and external organisations. | | | E | | 1 & 3 | |
| Numeracy skills sufficient to deal with budgetary requirements, undertake property valuations, calculate lease renewals and prepare service charge statements. | | | E | | 1 & 3 | |
| **KNOWLEDGE BASE** | | A detailed knowledge and understanding of estate management matters in a local authority environment. | | | E | | 1 & 3 | |
| An understanding of local government and the political influence on the decision-making process. | | | E | | 1 & 3 | |
| A detailed knowledge and understanding of land and property valuation sales and acquisitions. | | | E | | 1 & 3 | |
| A detailed knowledge and understanding of landlord and tenant matters in relation to commercial property. | | | E | | 1 & 3 | |
| An outline knowledge and understanding of planning policy. | | | D | | 1 & 3 | |
| An outline knowledge and understanding of the principles of economic development policies. | | | D | | 1 & 3 | |
| QUALIFICATIONS / TRAINING | | A relevant degree or equivalent level qualification in an estate management related subject. | | | E | | 1 & 4 | |
| Member status with the RICS (MRICS), or other equivalent body or be working towards such professional qualification. | | | D | | 1, 3 & 4 | |
| Able to demonstrate ongoing continued professional development (CPD). | | | E | | 1, 3 & 4 | |
| **ATTITUDE / MOTIVATION** | | Able to work on own initiative individually or as part of a team. | | | E | | 1 & 3 | |
| Able to work under pressure and to deadlines. | | | E | | 1 & 3 | |
| Have a commitment to providing a good quality service. | | | E | | 1 & 3 | |
| **OTHER REQUIREMENTS** | | Access to a suitable means of transport to access properties/land within the district. | | | E | | 1, 3 & 4 | |
| Physically capable of undertaking property surveys and inspections relevant to the post. | | | E | | 1 & 3 | |
| Willing to work out of office hours as required by the role e.g. attendance at public consultation meetings. | | | D | | 1 & 3 | |
| **MEASUREMENT** | **1. From**  **application**  **form** | | **2. By test after**  **short listing** | **3. Probing at**  **interview** | | **4. Documentary**  **evidence** | | **5. Other**  **(Please specify)** |

Total number of essential criteria measurable from application form = 16

Total number of desirable criteria measurable from application form = 6