

## ROLE PROFILE

<b>Job family</b>	<b>Regulation &amp; Technical</b>	<b>Role profile number</b>	<b>RT11-0018</b>	<b>Grade K</b>
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**Job purpose:** Monitoring and enforcement of prescribed regulatory areas, which will include but not limited to, recommendations regarding infringement, resolution advice, event based activities. Provision of services of a technical, vocational or specialist operational nature to internal and external customers. To provide legal / regulatory /statutory monitoring and enforcement support within a specific work area.

The most common grade for professional level posts across the organisation. Grade K posts are higher in 'Creativity & Innovation' and 'Decisions', with a requirement for problem solving higher than grade J posts. These posts are required to give recommendation and implementation of solutions which have a direct impact on relevant stakeholders. These posts require not only a relevant professional qualification, but also practical experience of applying the skills obtained through study, in the workplace.

<b>Factor</b>	<b>Relevant Job Information</b>
Supervision and/or Management of People	No full management of a team but will be required to monitor the quality and quantity of the work of others. Will provide advice, guidance and support to colleagues to ensure whole team achievements are met.
Indicative Qualifications	Degree or equivalent experience/skills. ITQ 2 or equivalent skill and ability demonstrating significant experience in related IT systems. Professional qualification in area of specialism. Licence / certificate / qualification required for the role.
Knowledge and Skills	Some relevant professional experience post qualification in a similar work environment. Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation in the area of specialism. Excellent ICT skills including use of Microsoft applications and specialist systems. Good knowledge of other areas of the authority relevant to the service. Knowledge of wider sector / external influences. Experience of representing the work area externally. Sound communication, interpersonal and presentation skills, proven ability to understand and explain sometimes complex technical / legal / professional issues to a range of audiences. Research and analysis skills to contribute towards the diagnosis of problems/issues and the identification of solutions/recommendations. Proven ability to conduct formal interviews and / or take legal statements. Proven ability to build and maintain effective working relationships at all levels. Good literacy, numeracy and report writing skills. Good planning and organisational skills, with proven ability to prioritise and co-ordinate workload, monitor and evaluate work, to ensure deadlines are achieved. Project management skills and experience. Experience in the use of specialist equipment / systems / techniques relevant to the role.
Creativity and Innovation	Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services. Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies. Contribute to long term strategies. Act as an expert witness for the council at inquiries / court etc. Produce, often complex technical plans, designs and / or specifications within area of specialism. Take appropriate action to ensure / enforce compliance with regulations. Undertake the full range of registration duties, conducting legal and civil proceedings as required. Issue licences / registrations / prohibition notices or other authorisations.

Factor	Relevant Job Information
	<p>Agree objectives and standards to meet, within Business plan. Monitor and evaluate activities / performance.</p> <p>Where appropriate, support partners to implement authorised enforcement decisions and improvement notices.</p> <p>Determine how issues should be approached within area of responsibility by undertaking research and consultations where problems are not always clear and easy to resolve.</p> <p>Design and develop solutions through use of practical experience, theoretical knowledge and original thinking, within policy. Recommend and develop new procedures / improvements within work area.</p> <p>Provide independent advice in areas of knowledge and draft specialist advice for approval by senior colleagues.</p> <p>Plan and carry out a range of tests / inspections / surveys / assessments / evaluations / audits.</p> <p>Plan and organise work programmes to ensure that timescales and targets are achieved.</p>
<p>Contacts and Relationships</p>	<p>Provide advice and guidance on complex issues which could be contentious and challenging in nature.</p> <p>Ability to build relationships and engage successfully with colleagues /partners /customers / contractors and suppliers.</p> <p>Negotiation showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion.</p> <p>Contacts will include: senior managers, leadership team, councillors, external bodies and partners.</p> <p>Liaise with other organisations / stakeholders to share information.</p> <p>Support others in their development including external organisations / customers where appropriate.</p> <p>Communicate with others in the same field to keep up to date with developments and best practice. Communicate changes in policy and working practice to contacts.</p> <p>May have to appear in court / inquiries to present evidence. Solicitors / court officials when presenting evidence.</p> <p>Build and maintain effective working relationships at all levels.</p> <p>Deal with people at all levels confidently, sensitively and diplomatically.</p>
<p>Decisions – Discretion &amp; Consequences</p>	<p>Using general guidelines and utilising a wide range of relevant information, make decisions which impact on the whole organisation. Advice is not normally available.</p> <p>Assess the options and take appropriate action, where only general guidelines exist.</p> <p>Decisions to ensure outcomes are achieved which serve the best needs of the customer and as a consequence can result in improved services.</p> <p>The consequences of the decisions will have a significant effect across the organisation.</p> <p>Investigate compliance / legal issues within area of responsibility; determine the data and tools /techniques required.</p> <p>Plan and carry out tests / inspections / surveys /assessments / evaluations / audits. Identify issues, resolve as appropriate and when escalating complex problems provide recommendations. Assess and mitigate any risks associated with the recommendations made.</p> <p>Collate, process and analyse information / evidence using the appropriate systems. Ensure all records and information are maintained correctly.</p> <p>Research and evaluate current issues, developments, good practice and legislation changes in work area.</p> <p>Prepare and present reports /plans / recommendations / responses / results / other information / documentation as required.</p> <p>Ensure compliance with safe practice and the legal use/operation of specialist equipment and / or facilities / premises.</p> <p>Contribute to the development and implementation of policies and procedures.</p> <p>Support the design and delivery of communications / promotional material / activities as required.</p> <p>Be a main member of small specialist projects or improvement programmes, or contribute to the delivery of larger projects.</p> <p>Co-ordinate the preparation of tenders and contracts.</p> <p>Co-ordinate the award and monitoring of grants by the council.</p> <p>Following approval procedure, arrange with contractors / suppliers for work to be carried out.</p> <p>Assist with the preparation and submission of bids for short and long term funding.</p>
<p>Resources</p>	<p>Little or no responsibility for physical or financial resources.</p>
<p>Work Demands</p>	<p>Work subject to interruptions and at times may be competing demands of work priorities.</p>

Factor	Relevant Job Information
Work Environment	<p>Work may require some physical effort.</p> <p>Majority of work may be performed outside in all weathers or exposure to moderate noise or dirty or difficult and unpleasant surroundings / conditions.</p> <p>Work potentially involving some risks due to nature of activities being provided and / or environment or public / customers.</p>
Our Identity	<p><a href="#">Our Identity</a> sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire.</p> <p>All of us are expected to demonstrate the seven elements of <a href="#">Our Identity</a> in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working.</p>
Health & Safety	<p>All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager.</p>
Equalities	<p>Wiltshire Council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via <a href="#">the whistleblowing policy</a>.</p>
Authority to work in the UK	<p>All employees must have the legal authority to work in the UK. Non-UK nationals must have the relevant approval to work in the UK from the Home Office. Copies of any relevant documents provided as proof of right to work are retained for our records; by providing these proofs the council will treat this as consent.</p>

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The council reserves the right to amend this role profile as necessary.

## ROLE DESCRIPTION

<b>Role description:</b>	Estates Surveyor	
<b>Role profile family:</b>	Regulation & Technical	
<b>Role profile number and grade:</b>	RT11-0018	Grade K
<b>Number of posts:</b>	6	
<b>Service/Team:</b>	Estates and Development	
<b>Reports to:</b>	Senior Estates Manager	

### Job Family overview

#### Regulation & Technical job family overview:

Monitoring and enforcement of prescribed regulatory areas. Provision of services of a technical, vocational or specialist operational nature to internal and external customers:

- Assessment of physical or administrative situations.
- Judgement or recommendation regarding infringement.
- Advice on resolution to participant.
- Delivery of authoritative technical services to meet specific event based request.
- Vocational and / or theoretical knowledge and skills in specific discipline.

### Service / function Context

The overall responsibilities of the service/function are:

The Strategic Asset and Facilities Management Service is responsible for the council's property estate. This includes all aspects of property management including acquisition and sale of land and buildings, capital works, maintenance, compliance and facilities management.

The Estates function provides professional valuation and estate management services across the council's property assets, to enable it to be managed effectively and efficiently, responding to corporate business plan aims and defined service requirements.

**Job Purpose**

The Estates Surveyor supports the asset management team by providing estates and valuation services in respect of the acquisition, management and disposal of land and buildings for the council and its partners.

To provide a full range of estate management and valuation services relating to acquisition, management and disposal of land and property to meet corporate and service objectives

Specific duties and responsibilities include:

- Supporting corporate objectives, Estates Surveyors and the wider asset team with investigative work to establish risk and to seek innovative and effective asset based solutions in the delivery of the community area based Asset Strategy. Organising and delivering those solutions.
- Engaging with and advising services and partners on asset based solutions to meet particular requirements which ensures value for money from the estate and supports the council's business plan objectives.
- Undertakes the co-ordination and negotiation of sales and acquisitions of land and buildings to meet the needs of the council and its partners which maximises capital receipts or reduces cost.
- Directly manage on a day to day basis a significant part of the council's property portfolio and directly negotiates terms for new leases/rent reviews on land and buildings owned or occupied by the council and its partners.
- Procures, co-ordinates and monitors external professional consultants carrying out specialist services on behalf of the council across a range of services.
- Undertakes negotiations with town and parish councils, and community and voluntary organisations working in partnership with the council for the use or transfer of council land or buildings.
- Making recommendations to the Asset Portfolio Manager or higher in relation to all property related matters, including those that can have a significant financial implication on the council budgetary position.
- Working in a self-sufficient manner to prioritise workloads to meet both corporate and service needs.
- Responsibility for delivering complex solutions within the context of a wider project and for creating business cases for discrete projects to include developing reports and presentations, using reasoned arguments supported by research.
- Carrying out property related valuations for internal use purposes only to include small scale development viability assessments and other planning related property use demand and supply assessments and analysis.
- Using matrix management techniques and project management tools to manage discrete projects involving people from other teams and services / partner organisations and third party professionals/consultants.

Specific requirements for this post:

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## Person Specification

Specific qualifications, knowledge, and skills required for this role:

### Essential

- Either
  - Educated to Degree Level and a Member of the Royal Institution of Chartered Surveyors (in a relevant discipline) or having previously achieved this status
- OR
- Educated to Degree Level or equivalent in Estate Management together with extensive Estate Management experience.
- Sound contract management skills relating to external consultants/specialists and use of procurement tools including frameworks.
- A working knowledge of case law, Government policies and statutory instruments relating to property matters.
- Relevant experience providing estates and valuation services, ideally in the public sector.
- Ability to allocate work and control resources and work in a project environment.
- Good negotiation, inter-personal and IT skills.
- Ability to work using own initiative, planning and prioritising workload

### Desirable

- Relevant RICS accredited degree in estate or property management.
- Current member or Fellow member of the Royal Institute of Chartered Surveyors.
- Minimum of three years experience of working in a department or organisation that is predominantly property/estate management/valuation based, ideally in the public sector.
- Experience of working collaboratively with and alongside other professionals such as legal advisors.

**Career graded posts**

This post forms part of a career grade progression structure, designed so that postholders can progress once academic qualifications and experience thresholds have been met. This is subject to a vacancy or funding (with work required at the skill level) being available and a successful selection exercise.

The posts that form part of this career structure are as follows:

- MA15-1788 Senior Estates Manager
- OS13-0996 Estates Manager
- RT11-0018 Estates Surveyor
- RT09-0980 Asst Estates Surveyor

**Supporting information**

<b>Driving classification</b>	
<p><b>Occasional driver</b> A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p><b>Regular Driver</b> Must hold a valid UK driving licence (with no more than 6 penalty points) and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role.</p>	<input checked="" type="checkbox"/>
<p><b>Required Driver</b> Must hold a valid UK driving licence (with no more than 3 penalty points) and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Employees should refer to the Corporate Driving at Work policy for further information.</p>	

<b>Driving trigger points</b>			
<p>The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.</p>			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3

Job applicants who drive must have 9 or less points on their driving licence and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.

If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.

<b>Political restriction</b>	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as an MEP, as a member of the Scottish or Welsh Parliaments, or as a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party.	<input type="checkbox"/>
This role is not politically restricted.	<input checked="" type="checkbox"/>

<b>Professional fees and related occupational costs</b>	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council.	<input checked="" type="checkbox"/>
This role does not have any professional or occupational membership requirements.	<input type="checkbox"/>

<b>Clearances – Disclosure &amp; Barring Service (DBS)</b>	
This role will be engaged in ‘regulated activity’ providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input checked="" type="checkbox"/>

<b>Clearances – Baseline Personnel Security Standard (BPSS)</b>	
This role requires access to the GCSX network and is subject to a BPSS check.	<input type="checkbox"/>
This role is not subject to a BPSS check.	<input type="checkbox"/>

	<input checked="" type="checkbox"/>
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**Clearances – Non-Police Personnel Vetting (NPPV)**

<p>This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 2*</b>. (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret').</p>	<input type="checkbox"/>
<p>This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 3*</b>(*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).</p>	<input type="checkbox"/>
<p>This role is not subject to a NPPV check.</p>	<input checked="" type="checkbox"/>

**Safeguarding**

<p>For all roles within Children’s Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input type="checkbox"/>
<p>For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults’ procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council’s agreed interagency safeguarding adults’ procedures will be followed, alongside implementation of the council’s disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.</p>	<input type="checkbox"/>
<p>For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input checked="" type="checkbox"/>

