



OFFICIAL Job Profile and Person Specification

Post:	Chartered Surveyor (Building)
Reporting Relationship:	Projects Team Manager (CPG/CPGI) / Asset Manager (Technical)
Salary:	Grade 7
Summary of Role:	The Chartered Surveyor (Building) within the Technical Team will provide a diverse range of duties in connection with the management of the investment portfolio and Glasgow City Councils surplus assets. Key Responsibilities and accountabilities will include: • Supporting the Team Manager in the delivery of projects and using professional specialist knowledge undertaking a wide range of Building Surveying services including, serving and negotiating dilapidations, schedules of condition, condition surveys, pre-acquisition surveys, fire insurance/reinstatement valuations, feasibility studies and landlord consents. • Working collaboratively with the City Property (LLP) stakeholders, Glasgow Family, and partners, developing networks that support decision making • Preparing and delivering accurate management and Committee reports providing specialist professional advice and recommendations. • Contributing to the development and implementation of a robust Asset Management Rating system. • Responsible for ensuring Health and Safety and risk management procedures are understood and adhered to. • Procuring services and works contracts whilst achieving best value. • Contract administer projects from inception to completion to programme, budget and quality. • Prepare and manage planned preventative maintenance programmes. • Stock condition rating of the investment portfolio on a rolling programme. • Improve sustainability and energy performance of the investment portfolio. • Providing support and due diligence to the Asset Maximisation and Investment teams.

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	ESSENTIAL	DESIRABLE	EVIDENCE
Education, Qualifications & Training	Full driving licence. Member of the Royal Institution of Chartered Surveyors. Commitment to CPD providing supporting evidence.	Member of the Association for Project Management. Non-domestic Energy Assessor (NDEA) or equivalent.	☒ Application Form ☒ Certificate(s)
Skills, Knowledge & Competencies	Experience of working on a diverse portfolio of non-domestic assets. Demonstrates strong influencing and negotiation skills, who is self-motivated and has a proven track record in all aspects of building surveying. Experience in preparation of property option reports for potential development opportunities. Knowledge of current statutory and legislative requirements Excellent communication, presentation and report writing skills. Experience of joint working with partner organisations Excellent time management, analytical and problem-solving skills. Excellent Client management skills. Skilled in the use of information technology including all Microsoft programmes.	Experience of public sector procurement route(s). Experience of Microsoft Project or similar planning application(s). Experience of using BIM/CAD. Demonstrate political and commercial awareness. Experience of mentoring APC candidates and technical staff. Previous experience in managing consultants/contractors.	☒ Application Form ☒ References ☒ Interview

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COMPETENCIES	ESSENTIAL	DESIRABLE	EVIDENCE
Delivering Results - Motivation (level 2)	• Balance any conflicting priorities when you need to. • Give out work and delegate to other people, based upon their strengths and how much time they have. • Organise people and work in the best way to achieve results. • Enjoy a challenge and work well even when time is short and things are difficult.		☒ App. Form ☒ Interview
Delivering Results - Planning (level 2)	• Produce complete detailed and realistic project plans. • Balance any conflicting priorities when you need to. • Organise and plan events, activities and resources to make sure that projects or goals are met within agreed timescales. • Uses the right skills to manage projects successfully and get the right results.		☒ App. Form ☒ Interview
Personal Effectiveness - Communicating (level 2)	• Choose the best way for communicating for your audience and situation. • Can keep themselves and team focused on the most important things, but let other people express their views • Can produce clear, concise and easily understood written communications • Can share relevant and important information on time, with your team.		☒ App. Form ☒ Interview
Personal Effectiveness - Decision Making (level 2)	• Can explain why decisions have been made and use examples to support them. • Can make sensible decisions after getting all the information required and thinking about alternative		☒ App. Form ☒ Interview

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	- options. • Confidence to say what needs to be said tactfully.		
Providing Excellent Customer Service - Collaboration (level 2)	• Encourage people to share information so that they can achieve the right outcome. • Ask for help from colleagues or experts outside of the Council. • Try to improve your performance as well as meeting personal goals. • Build strong relationships with colleagues and customers, beyond just working together on shared tasks.		☒ App. Form ☒ Interview