

Role Profile

Job Title:	Principal Surveyor
Location:	Colindale
Department:	Property Services and Valuation
Directorate:	Estates
Grade:	Garde M
Salary Range:	£71,713 - £79,409
Reports to:	Head of Property Services and Valuation

1. Job Purpose:

- To support the Head of Property and Portfolio Management in ensuring the first-class delivery of property consultancy and Estate Management services in support of the Growth and Development Directorate; to manage the operational, non-operational and investment portfolios in a professional and commercially enterprising manner.
- Lead, motivate, and develop a team of surveyors and support staff, ensuring high performance and continuous professional development.
- Allocate workloads, set objectives, and monitor performance to ensure targets and deadlines are met.
- Provide technical guidance and support to team members on complex property matters.
- To manage their own caseload of Landlord and Tenant work and general transactional and property consultancy work and to assist and support other team members.
- To ensure that Council's objectives are supported from an estate perspective.
- Deputise for Head of Property and Portfolio Management when they are on leave.

2. Key accountabilities:

- Provide strategic direction and daily oversight for a mixed team of surveyors and admin staff, ensuring delivery of property services aligned with council objectives. This includes setting priorities, allocating workloads, and monitoring performance against objectives.
- Oversee the technical outputs of junior surveyors, ensuring valuations, lease negotiations, and property management activities meet professional standards and statutory requirements. Act as a point of escalation for complex cases and provide mentoring support.

Caring for people, our places and the planet

- Coordinate cross-functional activities between surveyors and admin staff to streamline service delivery, maintain accurate records, and ensure timely reporting. Facilitate communication between the team and senior management, including updates on progress, risks, and resource needs.
- To undertake the Council's valuation requirements including general valuation advice, development site valuations, valuations to support regeneration schemes, Right to Buy valuations, Asset Valuations and any other valuations as required. The annual asset valuations represent approx. £2 bn of the Council's property assets. Right to Buy valuations represent approx. £37 million per annum to the Council.
- Advising on estate strategy and to actively manage property needs through the development of short, medium and long-term property strategies.
- To assist in identifying and bringing forward asset rationalisation and improvement opportunities to bring efficiencies and revenue/capital growth to the property portfolio.
- To assist in the preparation of the Strategic Asset Management Plan and to use professional knowledge and experience to identify innovative proposals for asset management and use of the Council's assets in support of corporate initiatives.
- To assist in ensuring that the systems and databases are continually updated and reflective of the live environment.
- To ensure that all opportunities are reviewed and exploited to reduce the cost of holding surplus property including temporary letting, security arrangements and serving appropriate notices for business rates relief.
- To negotiate on behalf of the Council all lease renewals, rent reviews, licences to assign, alter, change use and where necessary prepare statutory submissions to arbitrators / independent experts and attend as the Council's representative subsequent judicial hearings. Lease renewals and rent reviews can result in up to £60,000 of additional income annually.
- To let vacant property from marketing through to completion. Property lettings result in approximately £100,000 of additional income to the Council each year.
- For each property transaction, the post holder will be expected to instruct and manage contractors, legal advisors, colleagues within the Estates Team and colleagues across the Council in order to bring transactions to completion.
- To engage in ongoing dialogue with tenants and their professional advisers to ensure queries are handled in a timely manner.
- To work closely with the Property Administration Team to ensure that rents are correctly charged and demanded under agreements.
- To assist in monitoring tenant payment patterns to reduce rent arrears and maximize the timely payment of rents and other sums due under agreements. Rent arrears make up a significant element of the Council's debtors, currently standing at approximately £1 million; the postholder will be expected to work towards reducing that level of debt.

- To provide recommendations as to remedies for breaches of covenant and be responsible for managing through to resolution.
- To prepare correspondence and reports to Lead Members, Cabinet, Committees/ Sub-Committees, or be a representative of the Council at, forums, working groups etc.
- To attend Committee meetings when required to observe the meeting, present reports or respond to questions on a report and to represent the Estates Team at meetings with other Directorates and outside bodies.
- To act on behalf of the Council as an expert witness at Court Hearings, Tribunals, Public Enquiries and other formal hearings.
- To support the Growth and Development Directorate in managing the business e.g. budgetary control, forecasting, billing and reporting.
- To ensure that all instructions are monitored and delivered on time, budget and to agreed quality and to ensure that client departments are satisfied with the service they receive, in line with agreed protocols.
- To work with external partners to ensure a joined-up approach to the use of assets.
- To ensure the positive promotion and fostering of good Landlord/Tenant relationships.
- To build positive relationships with all stakeholders including elected Members, Third Sector organisations, public sector partners, tenants, developers, other landowners and client departments.
- To deal with all Members' Enquires relating to the service. To advise Members of property issues both informally and formally (e.g. at Cabinet meetings, Audit Committee).
- To support the Head of Property Services in providing corporate advice and assistance in the procurement of all property-related services to ensure a cost-effective service and to provide effective monitoring of service providers to ensure that objectives are achieved.
- To ensure that all duties and responsibilities are performed in accordance with the Council's Policies and Procedures including Financial Regulations, Standing Orders, Personnel Policies and Procedures etc.
- To deliver a commitment to equality of opportunity in the provision of services and to promote equality in the workplace and in the services delivered.
- To undertake unaccompanied site visits of sites (including construction sites) and buildings.
- To keep up to date in developments and best practice in estate management and valuation, management and leadership and public sector policy.
- To undertake any other tasks, duties and responsibilities as directed commensurate with the grade and role of the post.

3. Financial Responsibilities:

Shares oversight of large estate budgets (e.g., £3m form rents received, legal, external consultant spend) with direct reports, ensuring clarity on who holds financial control and how responsibilities are distributed across the team.

Drive the team to achieve the Medium-Term Financial Strategy (MTFS) from income generation and ensuring long-term financial sustainability of the estate.

Oversee the departments budgets on Legal spend associated with legal spending.

4. Staff Responsibilities

- Managing and developing a team of property administrators, graduate surveyors, surveyors, and senior surveyors, currently 8 members of staff.
- Conduct staff appraisals and regular 1-2-1's
- Distribute workload amongst team members

3. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

4. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

5. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

6. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

Job Title	Senior Property Surveyor
Location:	Colindale
Directorate:	Estates
Grade:	M
Salary Range:	£71,713 - £79,409
Reports to:	Head of Property Services and Valuation

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Member or Fellow of the Royal Institution of Chartered Surveyors (MRICS).	Essential	Application/Interview
Extensive experience across the area of responsibility with extensive demonstrable experience in the relevant discipline.	Essential	Application/Interview
Full and currently valid driving licence.	Essential	Application/Interview
Registered Valuer	Desirable	Application/Interview
Experience & Knowledge		
Extensive Estate management knowledge and proven competency across a range of valuation and property management practices.	Essential	Application/Interview
Experience of building and maintaining positive working relationships both within an organisation and with external bodies.	Essential	Application/Interview
Must have good working knowledge of IT systems, including MS Office, dedicated Asset Management programs and databases.	Essential	Application/Interview
Experience of handling a large and varied caseload.	Essential	Application/Interview
Extensive experience of writing reports which are clear and accessible to a variety of audiences.	Essential	Application/Interview
Analytical skills including the ability to identify trends and developments from data and information and the ability to find solutions to problems.	Essential	Application/Interview
Experience of managing external providers of professional services.	Essential	Application/Interview

Detailed understanding of relevant legislation and the RICS Appraisal and Valuation Manual.	Essential	Application/Interview
An understanding of the major challenges and opportunities facing local government in relation to asset and estate management.	Desirable	Application/Interview
Knowledge of best practice in asset and estate management in the public sector.	Desirable	Application/Interview
Knowledge of legislative and regulatory framework within which local government operates with particular regard to property issues.	Desirable	Application/Interview
Leadership & Management Framework		
Ability to respond positively to changing and competing demands and to deliver work to tight deadlines and manage time effectively.	Essential	Application/Interview
Commitment to excellent customer focussed public services.	Essential	Application/Interview
Ability to establish positive working relationships and to work closely with elected members, chief officers, council staff, external agencies, community groups and individuals.	Essential	Application/Interview
Commitment to joint and team working and to finding mutually satisfactory outcomes through partnership work.	Essential	Application/Interview
Excellent interpersonal negotiating and influencing skills.	Essential	Application/Interview
Excellent written and verbal communication skills with the ability to engage a wide range of audiences.	Essential	Application/Interview
Confident professional demeanour which commands confidence.	Essential	Application/Interview
Demonstrable commitment to combating discrimination and disadvantage both in employment and service provision.	Essential	Application/Interview
Political sensitivity and commitment to maintain professional and ethical standards.	Essential	Application/Interview
Proven and demonstrable commitment to principles and practice of equal opportunities in employment and service delivery.	Essential	Application/Interview
Clear commitment to own learning and evidence of continuous professional development.	Essential	Application/Interview

Able to share good practice and experience with and learn from others.	Essential	Application/Interview
Must be able to work such hours as are necessary to carry out the duties of the post.	Essential	Application/Interview
Experience of working on own initiative with limited supervision or direction.	Essential	Application/Interview
Ability to prioritise work under pressure and complete within deadlines.	Essential	Application/Interview
Ability to establish and maintain good working relationships with clients and colleagues.	Essential	Application/Interview
Ability to think laterally and to develop creative and pragmatic solutions to problems.	Desirable	Application/Interview
Effective leadership and motivational skills which create enthusiasm in others by the effective modelling of professional behaviour.	Desirable	Application/Interview
Experience of attending Member committees or other corporate/board meetings.	Desirable	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential/Desirable	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential/Desirable	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential/Desirable	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential/Desirable	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential/Desirable	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential/Desirable	Application/Interview
Inclusive		

Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential/Desirable	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential/Desirable	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential/Desirable	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential/Desirable	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential/Desirable	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential/Desirable	Application/Interview