



## OFFICIAL Job Profile and Person Specification

<b>Post:</b>	<b>Chartered Surveyor (Building)</b>
<b>Reporting Relationship:</b>	<b>Projects Team Manager (CPG/CPGI) / Asset Manager (Technical)</b>
<b>Salary:</b>	<b>Grade 7</b>
<b>Summary of Role:</b>	<p>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.</p> <p><b>Key Responsibilities and accountabilities will include:</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• Working collaboratively with the City Property (LLP) stakeholders, Glasgow Family, and partners, developing networks that support decision making</li><li>• Preparing and delivering accurate management and Committee reports providing specialist professional advice and recommendations.</li><li>• Contributing to the development and implementation of a robust Asset Management Rating system.</li><li>• Responsible for ensuring Health and Safety and risk management procedures are understood and adhered to.</li><li>• Procuring services and works contracts whilst achieving best value.</li><li>• Contract administer projects from inception to completion to programme, budget and quality.</li><li>• Prepare and manage planned preventative maintenance programmes.</li><li>• Stock condition rating of the investment portfolio on a rolling programme.</li><li>• Improve sustainability and energy performance of the investment portfolio.</li><li>• Providing support and due diligence to the Asset Maximisation and Investment teams.</li></ul>



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

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COMPETENCIES	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Delivering Results - Motivation</b>  <b>(level 2)</b>	<ul style="list-style-type: none"> <li>• Balance any conflicting priorities when you need to.</li> <li>• Give out work and delegate to other people, based upon their strengths and how much time they have.</li> <li>• Organise people and work in the best way to achieve results.</li> <li>• Enjoy a challenge and work well even when time is short and things are difficult.</li> </ul>		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
<b>Delivering Results - Planning</b>  <b>(level 2)</b>	<ul style="list-style-type: none"> <li>• Produce complete detailed and realistic project plans.</li> <li>• Balance any conflicting priorities when you need to.</li> <li>• Organise and plan events, activities and resources to make sure that projects or goals are met within agreed timescales.</li> <li>• Uses the right skills to manage projects successfully and get the right results.</li> </ul>		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
<b>Personal Effectiveness - Communicating</b>  <b>(level 2)</b>	<ul style="list-style-type: none"> <li>• Choose the best way for communicating for your audience and situation.</li> <li>• Can keep themselves and team focused on the most important things, but let other people express their views</li> <li>• Can produce clear, concise and easily understood written communications</li> <li>• Can share relevant and important information on time, with your team.</li> </ul>		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
<b>Personal Effectiveness - Decision Making</b>  <b>(level 2)</b>	<ul style="list-style-type: none"> <li>• Can explain why decisions have been made and use examples to support them.</li> <li>• Can make sensible decisions after getting all the information required and thinking about alternative</li> </ul>		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview

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	<p>options.</p> <ul style="list-style-type: none"><li>• Confidence to say what needs to be said tactfully.</li></ul>		
<p><b>Providing Excellent Customer Service - Collaboration</b> <b>(level 2)</b></p>	<ul style="list-style-type: none"><li>• Encourage people to share information so that they can achieve the right outcome.</li><li>• Ask for help from colleagues or experts outside of the Council.</li><li>• Try to improve your performance as well as meeting personal goals.</li><li>• Build strong relationships with colleagues and customers, beyond just working together on shared tasks.</li></ul>		<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> App. Form</li><li><input checked="" type="checkbox"/> Interview</li></ul>