

Job Description and Person Specification

Role: Operational Property Surveyor



Job Description

Job Title	Operational Property Surveyor
Grade	6
Service	Facilities Management
Reports to	Ruth Gaskell
Location	Friargate 1
Job Evaluation Code	A6107



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

The purpose of the role is to support the Corporate Property Information Team and the wider Facilities Management service area in the provision of CAD property drawings for the management of property and the management of leases pertaining to operational property.

This includes :

- Lead on the management, creation and updating of CAD drawings, for the provision of property information and property management.
- To offer design and technical support for property reviews and projects.
- Assist in the management of service charges, in the negotiation, drafting, interpretation and operation of leases, in accordance with best practice.
- Assist the Head of Facilities Management in the development and management of leases relating to operational properties.
- Assist on the management of service charges for leases relating to operational properties.

Main Duties & Key Accountabilities

Core Knowledge

Provision of CAD measured drawings

- Carry out full measured surveys and produce dimensionally correct building plans, in accordance with professional standards and the Councils policies and procedures.
- Contribute to the implementation of council-wide initiatives requiring access to detailed floor plan information and the provision and maintenance of premises related information held within a variety of IT systems.
- Liaise with service departments in developing a clear brief and understanding of proposals for building change and resolving day-to-day issues.
- Undertake site inspections/surveys and feasibility studies, small-scale building design projects, including technical design and specification. Produce design and technical drawings, illustrations and presentations and make recommendations as and when necessary.

- Where requested produce budget estimates and preliminary project costs liaising with other relevant professionals as necessary.
- Advise and contribute to the supervision and training of less experienced staff and provide CAD training where required.

Support Provision and Management of Operational Property Leases

- Assist in the preparation of service charge budgets, producing annual service charge financial statements with supporting reports
- Ability to understand service charge apportionments and multiple schedules relating to a single business tenancy
- Assist in the application of best practice in the management and administration of service charges in operational portfolio, including multi-lets to ensure that a lease is Code-compliant.
- Work with colleagues to ensure information to calculate service charges is available to required schedules.
- Assist in the management of the relationship between tenant and landlord, initiation, lease drafting, dispute management.
- Assist in the resolution of service charge disputes landlord and tenant.
- Manage and maintain the relevant information on the property management system and finance system for the preparation and production of service charges, payment of bills and renewal or termination of leases. To produce an end of year statement of account of what has actually spent and supply this to the leaseholder.
- Working with FM manager and legal services regarding the terms of the lease, obtaining the best deal for CCC in accordance with policy.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Leaseholders (external organisations) CCC Operational property occupiers	Internal Head of Facilities Management Facility Management Teams Legal Services Property Managers Project Delivery Teams Commercial Property Management
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: None

Person specification

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Knowledge	
Good working knowledge and understanding of construction drawings including building regulations and design issues.	
Good working knowledge and understanding of lease interpretation, apportionment, schedules, balancing and reserve fund compliance.	
Good understanding of maintaining the annual service charge budgets and annual service charge year ends	
Knowledge of and preparation of management reporting information	
Skills and Abilities	
Good ICT skills particularly in relation to CAD based products, spreadsheets, and databases	
Able to carry out full measured building surveys and produce dimensionally correct building plans	
Excellent communication skills - to liaise effectively with service departments and building occupiers including in the presentation of information.	
Excellent numeracy/analytical skills and competency in dealing with financial information	
Ability to interpret leases and answer leaseholder/client queries	
Excellent time management, prioritisation and diary management	
Good organisational skills both in handling and storing large amounts of plan data	
Good interpretive skills to understand and assimilate building changes into definitive plans.	
Able to travel to and undertake inspections of buildings and grounds, chiefly in the Coventry Area.	
Experience	
Experience of working with construction plans in a construction or design related environment	
Understanding of leasehold property and associated legislation	
Experience of preparing service charge accounts.	

Qualifications
Relevant qualifications to demonstrate technical ability in the production of measured building CAD drawings
Special Requirements
Must be able to travel independently to property locations. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created		Date Reviewed	1 st May 2024
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