

# Job Description and Person Specification

Role: Graduate Building Surveyor



## Job Description

<b>Job Title</b>	Graduate Building Surveyor
<b>Grade</b>	6
<b>Service</b>	Property – Commercial Property Management
<b>Reports to</b>	Senior Building Surveyor
<b>Location</b>	Floor 7, One Friargate
<b>Job Evaluation Code</b>	D2386D



## 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

### Purpose of the role

To provide competent property management and building surveying services as part of a wider property team.

## Main Duties & Key Accountabilities

### Core Knowledge

1. Undertake a range of tasks with limited supervision including inspections, dilapidations and condition surveys, licence to alter agreements, negotiations and day to day management on the Council's commercial property estate.
2. Manage a specific personal workload with limited supervision and in accordance with instructions and current procedures.
3. Apply standard surveying practices in accordance with expected professional surveying standards and the Council's policies and procedures.
4. Monitor and effectively manage relevant income and expenditure budget in accordance with current procedures.
5. Provide support when required to the wider Commercial Property Management Team.
6. Keep up to date with industry trends, case law and legislation.
7. Develop productive relationships with colleagues, tenants and customers to ensure a high quality and effective service is delivered.
8. Ensure personal performance targets are effectively met and contribute to the achievement of the whole team.
9. Undertake specific tasks as requested to support the work of the Place directorate in the context of the job purpose.
10. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal

## 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: N/A

## Person specification

<b>Job Evaluation Code</b>	D2386D
<b>Knowledge</b>	
Knowledge of Commercial Property Management to include building surveys, land law, building construction and property management.	
Demonstrate an understanding and active commitment to quality issues and client/ customer care.	
Demonstrate knowledge of equal opportunities and ensure its implementation in the workplace and service delivery.	
<b>Skills and Abilities</b>	
Good communication skills to include written correspondence and verbal.	
Able to negotiate within the sphere of the role	
Good information technology skills	
Ability to manage a diverse and significant workload with limited supervision	
Ability to positively contribute to the development of improvements to the service	
Ability to undertake site inspections and travel to numerous sites	
<b>Experience</b>	
Practical experience in assessing buildings (dilapidation/condition etc)	
Negotiation and decision making	
Prioritisation and time management	
<b>Qualifications</b>	
To hold a Building Surveying Degree or equivalent experience.	
<b>Special Requirements</b>	
N/A	

<b>Date Created</b>	January 2020	<b>Date Reviewed</b>	November 2023
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