

Job Description and Person Specification

Role: Principal Development Surveyor (G10)



Job Description

Job Title	Principal Development Surveyor
Grade	G10
Service	Property and Development
Reports to	Head of Development, Disposals and Acquisitions
Location	One Friargate, CV1 2GN
Job Evaluation Code	A5995



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 identify, progress and implement development and investment opportunities in the City.

Main Duties & Key Accountabilities

Core Knowledge

- All duties and responsibilities set out within the G9 JD and PS
- To deputise for, and act on behalf of, the Head of Development, Disposals and Acquisitions and Strategic Lead for Property and Development in high level negotiations with developers, key investors and other stakeholders regarding the development and disposal of key sites to attract high quality investment into the city, the delivery of new development opportunities and securing financial returns and wider corporate objectives for the Council.
- To deputise for the Head of Development, Disposals and Acquisitions and Strategic Lead – Property and Development in corporate and strategic matters as required.
- To develop and lead a strategic programme of disposals and acquisitions to grow income and capital returns for the Council, including the preparation of analysis, options appraisals, valuations, reports and business cases
- To provide strategic advice on transactions, investments and disposals to Chief Officers and Members
- To have responsibility for agreed revenue and capital budgets delegated from the head of service
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
<ul style="list-style-type: none">▪ West Midlands Combined Authority (WMCA)▪ West Midlands Growth Company (WMGC)▪ Local and regional investors, developers and businesses▪ Professional services consultancies	<ul style="list-style-type: none">▪ Cabinet Members▪ Director of Property Services and Development and their Management Team

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 at present

Person specification

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Knowledge	
A high level of knowledge of the key aspects of property disposals and acquisitions (inc. partnership arrangements and effective governance), relevant current legislation and professional codes of practice	
An excellent understanding and knowledge of local government, including legal, financial, social and political aspects	
An excellent understanding of development appraisals and valuation methodologies	
A high level of knowledge about sources of, and approaches to securing, external finance and grants	
Skills and Abilities	
To lead complex professional work and negotiations without supervision	
The ability to lead the delivery of complex development schemes from start to finish	
Highly-developed communication skills both verbal and written, including the preparation of complex written reports.	
A high level of skill in dealing with valuation and property issues and awareness of implications of decisions	
Application of judgement in professional issues and awareness of implications of decisions	
Able to manage professional supporting staff including their motivation, training and development	
Able to work to deadlines	
Able to work with, and lead, partners to reconcile conflicting objectives	
Experience	
Substantial post qualification experience of property valuations, appraisals, and negotiation of property transactions, including the use of advanced techniques	
Significant experience of dealing with principals, senior persons within organisations and elected Members	
Significant practical experience of progressing development projects of a varied and complex nature	
Significant experience of dealing with external partners, either in the private or public sectors	

Qualifications
A relevant professional qualification or evidence of compensatory experience
Evidence of continuing professional development
Special Requirements
N/A

Date Created	March 2023	Date Reviewed	June 2023
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