

Job Description and Person Specification

Role: Principal Development Surveyor (G9)



Job Description

Job Title	Principal Development Surveyor
Grade	G9
Service	Property and Development
Reports to	Head of Development, Disposals and Acquisitions
Location	One Friargate, CV1 2GN
Job Evaluation Code	A5987



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

- To play a lead role in developing and delivering high profile, strategic projects and schemes to regenerate and transform the city.
- To play a key role in high level negotiations with developers, key investors and other stakeholders to attract high quality investment and new development opportunities in the city.
- To ensure the City Council is maximising the value and development potential of its land and property holdings.
- To lead on the exploitation of development, investment and disposal opportunities in accordance with the City Council's strategies and financial targets.
- Undertake the necessary professional work associated with those sites to include: obtaining consents, preparing reports and valuations, marketing and negotiating all conditions of disposal and development, recommending courses of action and financial settlement, negotiating detailed terms and achieving completion of transactions and ensuring such matters are carried out to the recognised quality standard.
- Ensure that development projects are progressed in accordance with the Local Plan and wider corporate objectives
- Recommend transactions, investments and disposals to the service head and Director including the preparation of reports, appraisals, briefs etc to elected members.
- Assist senior management in the preparation and achievement of key tasks, priorities and financial targets and budgets.
- Maintain awareness of the West Midlands property market, trends in the development field and liaise with developers, statutory authorities, surveyors etc.
- Participate in Directorate wide strategic projects and initiatives.
- Represent the Directorate at Cabinet and Cabinet Member meetings, Panels, Members Groups, Tribunal Courts, Inquiries and public meetings.
- 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	
An effective knowledge of the key aspects of property disposals and acquisitions (inc. partnership arrangements and effective governance), relevant current legislation and professional codes of practice	
A clear understanding and knowledge of local government, including legal, financial, social and political aspects	
A sound understanding of development appraisals and valuation methodologies	
Practical knowledge about sources of, and approaches to securing, external finance and grants	
Skills and Abilities	
To carry out complex professional work and negotiations without supervision	
The ability to facilitate the delivery of complex development schemes	
Well-developed communication skills both verbal and written, including the preparation of complex written reports.	
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 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.	
Experience of dealing with principals, senior persons within organisation and elected Members.	
Practical experience of progressing development projects of a varied and complex nature.	
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	January 2017	Date Reviewed	June 2023
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