

Job Description and Person Specification

Area Surveyor (Property)

Job Details	
Grade	GRD7
Service	Property & Development
Location	City Wide
Job Evaluation Code	D2914D

About Coventry City Council
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: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
Deliver professional advisory and property management services on buildings and sites, assisting occupiers in optimising premises use effectively. Oversee, monitor, and coordinate assigned projects, to ensure adherence to scope, budget, and schedule. Offer technical advice to encourage best practices in property management and specific projects, including repair, maintenance and Health & Safety. Manage the delivery of property management services following established policies and procedures. Collaborate with property teams to manage and enhance the Council's property assets effectively.

Main Duties & Key Accountabilities

Providing a single point of contact for your assigned portfolio. Efficiently liaising with relevant parties to accurately interpret needs regarding building and site matters.
Interpreting requirements and offering suitable proposals, including adaptations to align with the needs and relevant legislation.
Compiling and reviewing specifications to reflect current standards/legislation/regulations and service requirements
Managing and ensuring works are completed within deadlines, adhering to budgets, meeting required quality standards, and aligning with the Council's expectations.
Providing professional technical advice enabling informed decisions and ensuring awareness of statutory and legislative requirements.
Conducting discussions with relevant parties to provide guidance, ensuring compliance with all statutory requirements related to the use of premises.
Building and nurturing effective customer relationships with tenants while serving as the primary contact for daily enquiries and assistance.
Contributing to the development and implementation of systems, procedures, and practices to ensure ongoing enhancement of quality and customer-centred services.
Analysing received quotations, providing suitable recommendations, verifying instructions, placing orders, following relevant policies and procedures.
Instructing and overseeing external contractors and internal services. Ensuring compliance with Health and Safety Policy, maintaining acceptable workmanship standards, and completing tasks on time.
Inspecting property, identifying required maintenance or repairs, ordering necessary actions, and monitoring contractor performance alongside tenant satisfaction with completed outcomes.
Contributing to the creation of planned repair and maintenance programme, ensuring the established schedule is effectively implemented.

Key Relationships

External:	Potential external clients
Internal:	Council's Operational Building Managers Head teachers Compliance & Surveying Manager

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.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

N/A

Person Specification

Requirements

Knowledge	A thorough knowledge of building maintenance, including all relevant legislation
	Capability to work independently and manage multiple projects within specified timelines.
	Ability to carry out initial surveys, measure, interpret and prepare outline briefs and specifications etc.
	Awareness and working knowledge of legislation relating to the management of commercial property.
	Understanding and commitment to equal opportunities in the workplace and service delivery
Skills And Ability	Project management skills to ensure successful outcomes of projects
	Able to manage a major personal workload and assist with the development of procedures and working practices
	Able to work as part of a team and guide and

	advise other staff
	Organisation and prioritisation of personal workload
	Project Management skills to ensure successful outcomes of projects
Experience	Substantial experience of commercial property management or a directly related field
	Customer service, identifying customer requirements, planning and implementing response
Qualification	Educated to degree standard or able to demonstrate substantial equivalent experience in property management
	Possess or be pursuing relevant Health and Safety training to enhance workplace safety in commercial properties and ensure adherence by contractors.
Special Requirements	Able to drive and possess a current full driving licence