

## Job Description

<b>Job Title:</b>	Principal Development Surveyor	<b>Job Number:</b>	D2003D
<b>Services:</b>	Property and Development	<b>Post Number:</b>	1029213
<b>Location:</b>	One Friargate, CV1 2GN	<b>Grade:</b>	9

### 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.

### Job Purpose:

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

### Main Duties and Responsibilities:

1. To ensure the City Council is maximising the value and development potential of its land and property holdings.
2. To lead on the exploitation of development, investment and disposal opportunities in accordance with the City Council's strategies and financial targets.
3. 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.
4. Ensure that development projects are progressed in accordance with the Local Development Plan and wider corporate objectives and that where necessary appropriate representations/objections, applications or appeals are made to establish a suitable permission.
5. Recommend transactions, investments and disposals to the Head of Property and Development including the preparation of reports, appraisals, briefs etc to elected members.
6. Assist senior management in the preparation and achievement of key tasks, priorities and financial targets and budgets.
7. Maintain awareness of the West Midlands property market, trends in the development field and liaise with developers, statutory authorities, surveyors etc.

8. Participate in Directorate wide strategic projects and initiatives.
9. 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.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

<b>Responsible for:</b>	N/A	<b>Responsible to:</b>	Manager – Development, Disposals and Acquisitions
<b>Date Reviewed:</b>	January 2017	<b>Updated:</b>	May 2021

## Person Specification

<b>Job Title:</b>	Principal Development Surveyor	<b>Job Number:</b>	D2003D
<b>Services:</b>	Property and Development	<b>Grade:</b>	9
<b>Location:</b>	One Friargate, CV1 2GN		

Area	Description
<b>Knowledge:</b>	Understand the operation of the market for land and property, current legislation and development appraisal techniques.
	Sources of external finance and grant regimes.
<b>Skills and Abilities:</b>	Carry out complex professional work and negotiations without supervision.
	Advise and direct supporting staff on professional matters.
	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.
	Able to work with external partners and understand their objectives.
<b>Experience:</b>	Substantial post qualification experience of property valuations, appraisals, and negotiation of property transactions, including the use of advanced techniques.
	Experience of dealing with principles, senior persons within organisations 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.

<b>Educational:</b>	Member of RICS or equivalent is desirable.		
<b>Special Requirements:</b>			
<b>Date Reviewed:</b>	January 2017	<b>Updated:</b>	May 2021