



## Person Specification

<b>Post:</b>	<b>Chartered Surveyor (Property Management)</b>
<b>Reporting Relationship</b>	<b>Assistant Property &amp; Contracts Manager</b>
<b>Salary</b>	<b>Grade 7 £42,405.29 to £49,312.56 (incremental increase at six months and 1st April thereafter to top of grade)</b>
<b>Summary of Role:</b>	<p>The Chartered Surveyor (Property Management) will support the Assistant Property &amp; Contracts (P&amp;C) Manager in the management and enhancement of the investment property portfolio. Managing a portfolio of assets ensuring all lease obligations are met.</p> <p><b>Key Responsibilities and accountabilities will include:</b></p> <ul style="list-style-type: none"><li>• Provide professional advice and support to the Assistant P&amp;C Manager to meet the relevant objectives of the LLP's Business Plan.</li><li>• To manage the operation of their assigned portfolio, ensuring compliance with current legislation in respect of managed commercial properties.</li><li>• Identifying asset management opportunities and producing business cases to improve the asset.</li><li>• Monitoring and controlling income and expenditure associated with their assigned property portfolio, liaising and taking the lead in negotiations with the property agent and tenants in respect of rent reviews, lease renewals and agency matters ensuring favourable commercial terms on behalf City Property Glasgow (Investments) LLP and the wider Glasgow Family.</li><li>• Supporting City Property in achieving targets such as Commercial Rental Income and Asset Valuation giving cognisance to market dynamics.</li><li>• Working collaboratively with the City Property (LLP) stakeholders, Glasgow City Council and Glasgow Family, and partners to share knowledge, experience, procedures and drawing in appropriate skills as necessary.</li><li>• Work with legal representatives to ensure delivery of agreed transactions and provide instructions as required.</li><li>• Preparing and delivering accurate management and Committee reports providing specialist professional advice and recommendations.</li><li>• Interpret complex reports such as costing reports, development appraisals, lease terms and legal advice and guidance.</li><li>• Manage a demanding workload and ensure that the key tasks are carried out in a professional and effective manner.</li><li>• Responsible for ensuring Health and Safety and risk management procedures are understood and adhered to.</li></ul>



	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Education, Qualifications &amp; Training</b>	<p>Full driving licence</p> <p>Chartered Surveyor – Member of the Royal Institution of Chartered Surveyors (MRICS).</p> <p>Commitment to CPD providing supporting evidence</p>	<p>RICS Registered Valuer or eligible for Registered Valuer Status without the need for further assessment.</p>	<p><input checked="" type="checkbox"/> Application Form</p> <p><input checked="" type="checkbox"/> Certificates</p>
<b>Skills, Knowledge &amp; Competencies</b>	<p>Experience in negotiating property disposals/leases and acquisitions independently in deal making and delivery.</p> <p>Experience in preparation of property option reports for potential development opportunities.</p> <p>Knowledge of commercial property asset management, development and investment.</p> <p>Knowledge and experience managing a commercial property portfolio.</p> <p>Experience of joint working with partner organisations</p> <p>Excellent communication, presentation and report writing skills.</p> <p>Strong negotiation skills</p> <p>Excellent time management, analytical and problem-solving skills.</p> <p>Current market knowledge and technical skills</p>	<p>Understanding of the development process and experience of Property Development software.</p> <p>Experience of Property Management Systems.</p> <p>Experience in preparation of property option reports for potential development opportunities.</p>	<p><input checked="" type="checkbox"/> Application Form</p> <p><input checked="" type="checkbox"/> References</p> <p><input checked="" type="checkbox"/> Interview</p>

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Delivering Results - Motivation (level 2)</b>	<ul style="list-style-type: none"> <li>Balance any conflicting priorities when you need to.</li> <li>Give out work and delegate to other people, based on their strengths and how much time they have</li> </ul>	.	<p><input checked="" type="checkbox"/> Application Form</p> <p><input checked="" type="checkbox"/> Interview</p>



	<ul style="list-style-type: none"> <li>Organise people and work in the best way to achieve results</li> <li>Enjoy a challenge and work well even when time is short and things are difficult.</li> </ul>		
<b>Delivering Results – Planning and delivering change</b> <b>(level 2)</b>	<ul style="list-style-type: none"> <li>Produce complete, detailed and realistic project plans.</li> <li>Prioritise your own and other peoples work, based on business needs.</li> <li>Organise and Plan events, activities and resources to make sure that projects or goals are met withing agreed timescales. uses the right skills to manage projects successfully and get the right results.</li> </ul>		<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Interview
<b>Personal Effectiveness - Communicating</b> <b>(level 2)</b>	<ul style="list-style-type: none"> <li>Choose the best way for communicating for your audience and situation.</li> <li>Can keep themselves and team focused on the most important things, but let other people express their views</li> <li>Can produce clear, concise and easily understood written communications</li> <li>Can share relevant and important information on time, with your team.</li> </ul>		<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Interview
<b>Personal Effectiveness Decision Making</b> <b>(level 2)</b>	<ul style="list-style-type: none"> <li>Can explain why decisions have been made and use examples to support them.</li> <li>Can make sensible decisions after getting all the information required and thinking about alternative options.</li> <li>Confidence to say what needs to be said and tactful.</li> </ul>		<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Interview



<b>Providing Excellent Customer Service – Collaboration (level 2)</b>	<ul style="list-style-type: none"><li>• Encourage people to share information so that they can achieve the right outcome.</li><li>• Ask for help from colleagues or experts outside of the Council.</li><li>• Try to improve your teams performance as well as meeting personal goals.</li><li>• Build strong relationships with colleagues and customers, beyond just working together on shared tasks.</li></ul>		<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Interview
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