

Person Specification

Post:	Chartered Surveyor (Valuations & Disposals)
Reporting Relationship	Assistant Valuation & Disposals Manager
Salary	GRD04 – Grade 7 £44,101.52 to £51,285.11 (starting on Point 1 of scale, increase to Point 2 at six month point and 1st April thereafter until Point 4 plus cost of living increase on 1st April each year)
Summary of Role:	The Chartered Surveyor (Valuations & Disposals) will support the Assistant Valuation & Disposals Manager and Asset Manager (Capital Receipts) in delivering the valuation and capital receipts programme as part of the Service City Property (Glasgow) LLP provides to Glasgow City Council and its arm's length organisations (ALEO's). Key Responsibilities and accountabilities will include: • Progressing the valuation and capital receipts programme through professional specialist knowledge • Undertaking the valuation of Glasgow City Council's Operational and Non-Operational Asset Portfolio in accordance with IFRS and CIPFA and the preparation or Red Book valuation reports. • Leading negotiations with developers and/or purchasers for both marketed and off-market transactions to ensure agreement on favourable commercial terms on behalf of the Council or the Glasgow Family. • Preparing marketing briefs for the disposal of land and property. • Support City Property in achieving targets such as Capital Receipts and Asset Valuation giving cognisance to market dynamics. • 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. • Working with legal representatives to ensure delivery of agreed transactions and provide instructions as required. • Preparing and delivering accurate management and Committee reports providing specialist professional advice and recommendations. • Interpret complex reports such as costing reports, development appraisals, site investigations, development and overage agreements. • Manage a demanding workload and ensure that the key tasks are carried out in a professional and effective manner. • Responsible for ensuring Health and Safety and risk management procedures are understood and adhered to.

	ESSENTIAL	DESIRABLE	EVIDENCE
Education, Qualifications & Training	Full driving licence Chartered Surveyor - Member of the Royal Institution of Chartered Surveyors. RICS Registered Valuer or eligible for Registered Valuer Status without the need for further assessment.		☒ Application Form ☒ Certificate(s)
Skills, Knowledge & Competencies	Experience in negotiating property disposals and acquisitions independently in deal making and delivery. An in-depth knowledge of the RICS Valuation – Professional Standards Understanding of and can conduct property inspections, preparing site notes and measured surveys. Excellent communication and presentation skills. Strong valuation report writing skills and the ability to carry out all aspects of property valuation. Experience of joint working with partner organisations Excellent communication, presentation and report writing skills. Strong negotiation skills Excellent time management, analytical and problem-solving skills. Current market knowledge and technical skills	Experience in development appraisals/financial analysis and property valuation software such as Kel or Argus. Experience of Property Management Systems. Knowledge/understanding of the International Financial Reporting Standards – based Code of Practice on Local Authority Accounting (the ‘Code’).	☒ Application Form ☒ References ☒ Interview

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Delivering Results - Motivation (level 2)	- Balance any conflicting priorities when you need to. - Give out work and delegate to other people, based on their strengths and how much time they have. - Organise people and work in the best way to achieve results. - Enjoy a challenge and work well even when time is short and things are difficult.	.	☒ Application Form ☒ Interview
Delivering Results – Planning and delivering change (level 2)	- Produce complete, detailed and realistic project plans. - Balance any conflicting priorities when you need to. - 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.		☒ Application Form ☒ Interview
Personal Effectiveness - Communicating (level 2)	- Choose the best way for communicating for your audience and situation. - Can keep themselves and team focused on the most important things, but let other people express their views - Can produce clear, concise and easily understood written communications - Can share relevant and important information on time, with your team.		☒ Application Form ☒ Interview
Personal Effectiveness	Can explain why decisions have been made and use examples to support them.		☒ Application Form ☒ Interview

Decision Making (level 2)	• Can make sensible decisions after getting all the information required, and thinking about alternative options. • Confidence to say what needs to be said and tactful.		
Providing Excellent Customer Service – Collaboration (level 2)	• Encourage people to share information so that they can achieve the right outcome. • Ask for help from colleagues or experts outside of the Council. • Try to improve your teams performance as well as meeting personal goals. • Build strong relationships with colleagues and customers, beyond just working together on shared tasks.		☒ Application Form ☒ Interview