

Designation:	Principal Estates Surveyor
Grade:	Stroud 6
Responsible to:	Property Manager
Service Area:	Property Services
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

Degree level or equivalent
Member of the RICS

EXPERIENCE

Post qualification experience of working in property management
Landlord and Tenant matters

SKILLS & KNOWLEDGE

Knowledge of property management issues
Excellent IT skills and confidence
Ability to write clear reports
Ability to analyse and interpret information and data
Excellent interpersonal and communication skills
Strong organisational skills and the ability to multi-task
Ability to work with confidential information
Able to identify problems and suggest possible solutions or improvements
Ability to communicate and liaise with people and to audiences with different levels of understanding of property issues
Ability to manage priorities and deliver a number of projects and work programmes within timescales
Attention to detail but with the ability to see the 'bigger picture'

PERSONAL ATTRIBUTES

Excellent customer focus with a responsive and positive attitude
Professional manner when dealing with colleagues, stakeholders and the public
Excellent motivation with a can do attitude
Positive about new ways of dealing with situations and role modelling this
The ability to work effectively as part of a team and to manage own time and workload
The ability to work and build relationships across service areas
Committed to working for an employer that values diversity and equality of opportunity
Able to work to changing needs and priorities

DESIRABLE CRITERIA

EXPERIENCE

Experience of working in the public sector
Experience with MS Office

SKILLS & KNOWLEDGE

Knowledge of General Data Protection Regulation

PERSONAL ATTRIBUTES

Progressive record of achievement – personal & work related

CORE COMPETENCIES

1. **Effective Communication**

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

2. **Customer Focus**

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment o understanding and meeting their needs, in line with policies.

3. **Working Together**

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

4. **Innovating**

You will be able to seek better, more effective ways of delivering services.

5. **Accepting Change**

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

6. **Supporting the delivery of SDC priorities**

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.