

Estates Surveyor

INFORMATION, JOB DESCRIPTION &
PERSONAL SPECIFICATION



Gen²
SMARTER PROPERTY

Estates Surveyor

Information, job description and personal specification

This purpose of this document is as a guide to provide you with details of our company; what you can expect when you work with us; our requirements of the role; and skills and competencies that we will be looking for in a potential employee.

Who we are

Gen² are trusted public sector property experts.

We're transforming the management of public buildings and spaces for current and future generations through our inside knowledge of the sector.

And we're growing. Having successfully secured a five year agreement with Kent County Council's infrastructure division and securing new clients, Gen² is looking to expand its talented team of property professionals.

We manage 1,800 properties with a combined value of £1.87bn and have delivered £535 million of capital projects over the last three years. Our team of experts enable and facilitates the delivery of a diverse range of services for the public sector across London and the South East.

Gen² are driving innovative new changes to support the need to deliver services differently. We are keen to work with an exceptional individual who has the energy, drive and ambition to help us do things differently.

Someone who shares our commitment to improving public services and who is able bring skill and commercial awareness to ensure we deliver value for money and maximise clients' assets.

Our Vision

Our vision is to be the trusted property services advisor of choice to public sector clients in London and the South East. We understand our client's needs and objectives and our work supports the delivery of social and financial value. We do this by delivering excellent standards of service, in a commercially aware but ethical manner.

JOB & BENEFITS SUMMARY

Estates Surveyor

Reporting to Head of Estates/Principal Surveyor

Working in the Estates Management Team

Based at Maidstone, Kent

Job Title: Estates Surveyor, Full Time

Location: Sessions House, Maidstone

Salary: Negotiable dependent on experience

Holiday allowance: 22 days rising to 25 days after 4 years continuous service

Pension: Company Pension

Purpose of the job

To provide professional estates property advice and services to deliver efficient management of property portfolios, ensuring that all necessary actions are taken to maximise value, minimise operational costs and liabilities and promote efficient use of assets.

Support the execution of the Company Strategy as set by the Executive Team, the day to day operation of the business and delivery to the Company Business Plan including its growth targets.

Main duties & responsibilities

1. Provide quality technical advice to Gen² customers in all matters relating to general practice surveying and estates management.
2. Support the management of day to day operations of Clients' assets. For KCC, keep buildings "safe, warm and dry" and such that buildings support the delivery of front line services.
3. Support work to optimise the financial performance of all Clients' assets. For KCC, support in the identification and delivery of work streams to support a balanced budget. Work with Gen2 colleagues and suppliers to lead a whole life cycle approach to the management of assets in order to maximise asset performance and achieve best value
4. Contribute to portfolio and service strategies as required.
5. Carrying out property inspections, completion of service charge budgets and reconciliations and providing general valuation and L&T advice.
6. Work with other teams within Gen² to include Finance and Project Management to support the delivery of the Company business plan.
7. Support in ensuring that property data records are kept up to date.
8. Contribute to the continuous improvement of Gen²'s surveying expertise, including accreditations, training and development plans, Continuous Professional Development activity and Thought Leadership in this discipline. Provide support and mentoring to junior colleagues to assist in their development.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

PERSONAL SPECIFICATION

The following personal specification outlines what we are looking for in an applicant. Applicants should describe in their application how they meet these criteria.

Applicants who have a disability and who meet the criteria will be shortlisted.

QUALIFICATIONS	<ul style="list-style-type: none"> ○ Qualified to degree level or equivalent with a relevant property (RICS) professional or equivalent qualification and membership of a professional body ○ Evidence of continuing professional development
EXPERIENCE	<ul style="list-style-type: none"> ○ Two years+ PQE ○ Experience of working in the area of estates/asset management or similar. ○ Experience of working with public sector mixed use estate. ○ Experience of delivering revenue savings from property.
SKILLS & ABILITIES	<ul style="list-style-type: none"> ○ Attention to detail and ability to remain “solutions focussed”. ○ Excellent Client Relationship Management skills. ○ Excellent interpersonal skills and team approach including working in a “matrix” style and being able to influence others to gain buy in to change. ○ Able to manage own time and meet deadlines. ○ Excellent standard of computer literacy.
KNOWLEDGE	<ul style="list-style-type: none"> ○ Knowledge of working in a property environment with complex commercial portfolios. ○ Understanding the complex issues facing the public sector and the property challenges raised. ○ Experience or practical knowledge of procurement. ○ Knowledge of the legislative framework in the property sector including statutory compliance requirements ○ Good market knowledge
VALUES & BEHAVIOURS	<ul style="list-style-type: none"> ○ Prefers team work to working alone. ○ Is at ease in the presence of company directors, senior client representatives and able to command a sense of personal professional gravitas without being overbearing. ○ Has a concern for developing others professionally and growing talent from within the business. ○ Has a corporate approach to managing her/his areas of responsibility, seeing the bigger picture, supporting colleagues and board members in meeting their objectives.

	<ul style="list-style-type: none">○ Ability to work under pressure, organise and prioritise own work and that of others, ensuring agreed programmes and project requirements are met and customer demands accommodated. <p>PROFESSIONAL</p> <p>Employees are expected to maintain the highest professional and ethical standards.</p> <p>COMMERCIAL</p> <p>Employees should provide optimum financial outcomes for our clients.</p> <p>COLLABORATIVE</p> <p>Employees work with clients to achieve success.</p> <p>INNOVATIVE</p> <p>Employees deliver smarter property solutions.</p>
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CORPORATE RESPONSIBILITIES

All Corporate Directors, Directors and senior managers have an explicit responsibility to deliver the collective agenda of Gen² and its clients. These are fundamental elements of their role not an addition and are summarised as follows;

Whole Company

- Understand, communicate and contribute to the delivery of our clients strategic aims
- Meet statutory obligations
- Promote the brand and enhance the overall reputation of our clients
- Understand and monitor the measures of performance, which define successful outcomes for Gen² services.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within Gen² and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating leadership values and competencies.

Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of Gen²
- Challenge the status quo
- Ensure all services are delivered with appropriate reference to the market
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the company to needless and avoidable challenge or loss
- Overcome professional and service silos to achieve the company's objectives.

Managing Change

- Understand and support the overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Deliver to agreed budget and income targets.