



Senior Principal Surveyors

Candidate pack

Contents

04

Welcome

06

Job Description

08

Employee Benefits

09

Structure Chart





Welcome

Thank you for showing an interest in working for Sunderland City Council. You are thinking of joining us at an exciting time!

Sunderland is a fantastic, forward-looking, ambitious city undergoing significant transformation and economic regeneration. From the seafront and the city centre, to building locations of national strategic significance, we are creating the very best conditions for our 280,000 residents who live here and those who come to the city to work.

We provide a huge variety of services across the city, currently employing approximately 2,500 people in many roles ranging from gardeners to building maintenance technicians, ICT experts to social workers and many more. At all levels we work together to achieve real change across the city.

Sunderland is one of the few cities in the UK to be situated on the coast, whilst benefitting from easy access to the countryside, a short drive from two international airports, direct rail access to London and less than a twenty-minute drive from Durham and Newcastle.

We have a growing cultural scene. Sunderland Empire theatre attracts high-profile West End productions, and the Fire Station is Sunderland's premier live music and performance venue. The National Glass Centre, Sunderland Museum and Winter Gardens and Northern Gallery of Contemporary Art are all close to the city centre.

Sunderland is a great place to work. Wherever you're coming from, you'll discover a place – and people – that will make you feel at home.

If you can't see a job that's currently right for you, sign up to our job alerts with your email address and North East Jobs will let you know when a vacancy matching your search comes up.

To find out more about working for Sunderland City Council please visit [Working at the council - Sunderland City Council](#)



Job Description

Job Title: Senior Principal Surveyor
(Acquisitions, Disposals, Asset Management)

Grade: 10

SCP: 42-46 (£51,802 - £56,130)

Job Profile:

Service: Strategic Property Development

Directorate: Economy and Place

Work Environment: Your normal place of work will be at City Hall for 2 days each week. However, you may be required to work at any Council workplace within the Sunderland City Council region.

Reports To: Senior Manager
Commercial Property

Number of Reports: Project Team

Purpose

- To assist the Senior Manager Commercial Property and Director of Development and Property to provide expertise and guidance, to ensure that the acquisition, disposal, land investment and asset management teams are innovative, flexible and dynamic market facing resources.
- Responsible for delivering a range of disposal, acquisition, professional and asset management case work for Sunderland City Council, to support the Council's ambitions and delivery of its City Plan.
- Be a lead member of a team responsible for the delivery of the City Councils property plan.
- Be the lead officer responsible for the delivery of real estate functions in a supporting capacity to the Team leader and Development Director.

- Identify and deliver a programme of City-wide opportunities and manage all phases of all cases within set project tolerances of cost, time and quality.
- Leading internal teams and overseeing external consultants.
- Maintaining relationships with colleagues, third parties and other key stakeholders.
- Ensure that the governance arrangements are effectively managed and that the operating framework is effectively maintained and is responsive to the needs of the organisation.
- Provide timely and accurate reporting including risks, financial status and progress.
- Demonstrate political awareness and be able to provide briefings, information and advice to Chief Officers' Group, Elected Members, and staff.

Main Duties and Responsibilities:

- Identify and deliver current and future casework from inception to completion, maximising the wider economic and regeneration opportunities within the City.
- Manage all the resources associated with delivery of the work within a performance management framework and to follow the Council's agreed project management methodology.
- Identify and manage areas of Corporate, Commercial and programme risk and ensure that strategies are in place to mitigate those risks.
- To establish innovative new solutions for the disposal, acquisition, regeneration and investment of the Council's property portfolio, including Siglion, to support the delivery of Council and Siglion's services in the most efficient and cost-effective way.

- Provide leadership to the team so that strategic plans and objectives are clearly understood through their respective workstreams, safely and on time within the overall programme.
- Ensure reputation management is embedded throughout and to manage relationships with key stakeholders to ensure positive relationships with all relevant stakeholders.
- Develop reports, presentations and briefings to provide regular and timely updates to all stakeholders.
- Be a role model for effective and positive leadership behaviour that is outcome focused and commercially orientated.
- Operate in a professional manner, develop, manage and maintain complex corporate relationships.
- Provide significant technical knowledge to the organisation in terms of city centre regeneration, acquisitions and disposals and facilities management contracts.
- Manage the range of budgets made available and ensure that resources are deployed to best effect, provide value for money and are well monitored and controlled.
- To co-ordinate and manage the work of the Principal Surveyors thereby supporting the Senior Manager Commercial Property and Director of Development and Property in all matters relating to the Council's land and property portfolio. To ensure that corporate and service, legislative, professional and good practice requirements are met or exceeded.
- Supervising and mentoring members of the wider team as part of their RICS Assessment of professional competence (APC).
- A commitment to continuous improvement.
- To promote and champion a positive organisation-wide culture that reflects the Council's values.

Key Accountabilities

- To evaluate project plans relating to land investment and asset management projects.
- To support and where required lead in the development of reports, presentations and briefings to provide regular and timely updates to all project stakeholders.
- Supervising and mentoring members of the wider team as part of their RICS Assessment of professional competence (APC).
- A commitment to continuous improvement.
- To promote and champion a positive organisation-wide culture that reflects the Council's values.

Other Duties:

- The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct and all other Council Policies.
- The post holder must comply with the Council's Health and safety rules and regulations and with Health and safety legislation.
- The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
- The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
- To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council

Employee Benefits



Access to Local Government Pension Scheme and associated benefits with options for Additional Voluntary Contributions



Full time is 37 hours a week. Flexible and agile working opportunities may be available for work life balance



26 days leave increasing to 31 with 5 years continuous service plus bank holidays



Sick pay available increasing with length of service



Access to training and development opportunities



Opportunity to purchase up to 4 weeks additional leave a year



Adoption/maternity and parental leave, support leave and pay increasing with length of service



Foundation Living Wage employer. With annual increases within grade. On-line payslips



Three days paid leave per year to do voluntary work



Employee wellbeing support for mental and physical health



Car lease scheme



Corporate gym membership and access to Civil Service Sports Council offers



Vivup benefits portal access to a range of discounts and health and wellbeing support



Cycle to work scheme

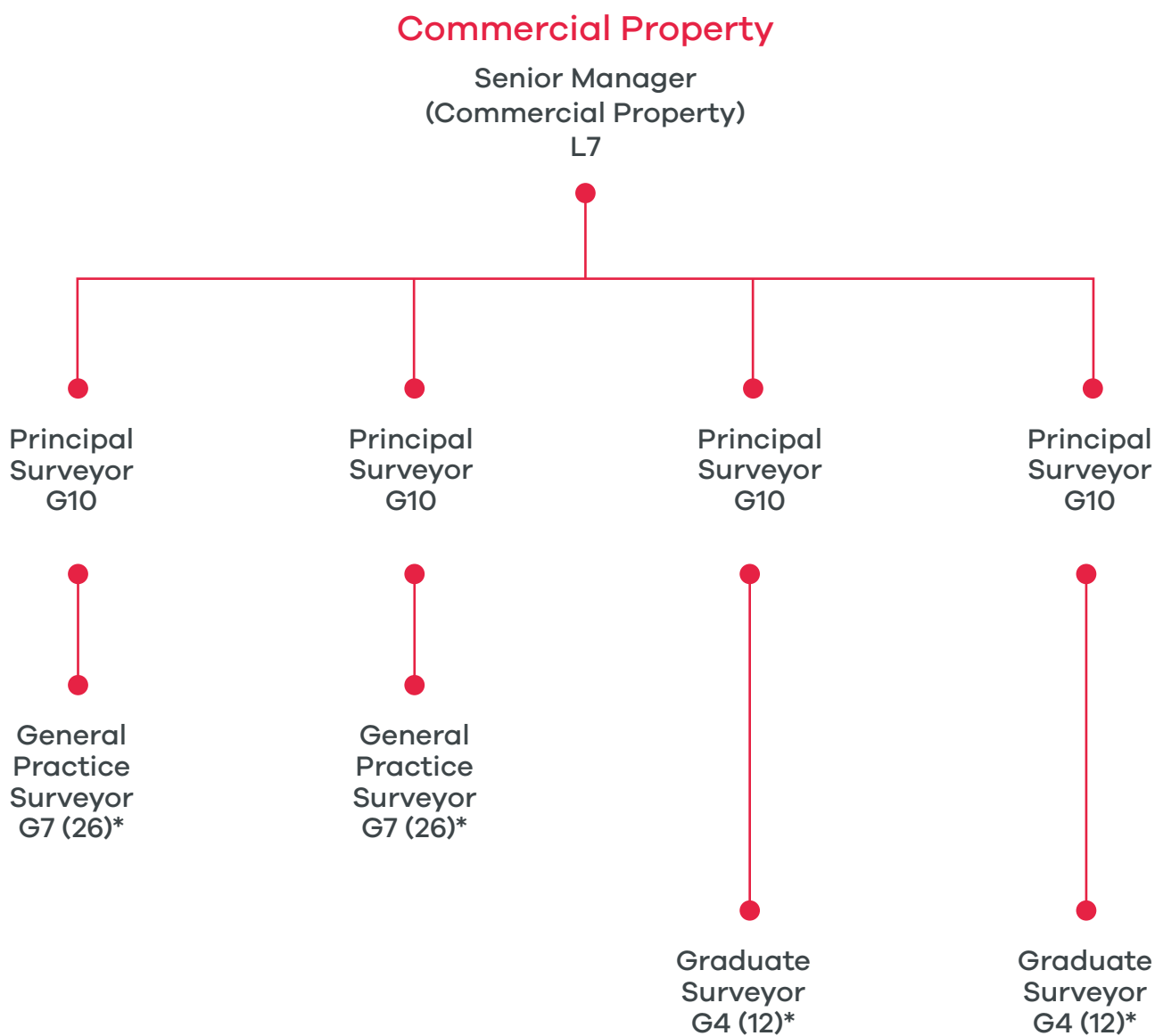


Discounted public transport travel pass



Discounts on local theatre, sporting events and on Microsoft workplace discount programme

Structure Chart



* Career Grade G4 / G7 / G9



james.carss@castlepeak-group.com
www.castlepeak-group.com