**Manchester City Council**

**Role Profile**

**Principal Commercial Surveyor, Grade 12**

**Development Team Service, Growth & Development Directorate**

**Reports to: Strategic Lead Development South & East**

**Job Family: Technical**

**Key Role Descriptors:**

This role leads a service which provides specialist technical support to the organisation.

They will lead and drive the design, implementation, development, support and monitoring of policies, procedures, frameworks and approaches. In doing so they will support the achievement of strategic and operational objectives through a focus on quality, value for money and innovation whilst providing organisational assurance.

The roleholder will work in partnership with both internal services and external partners in a manner which is focused on organisational objectives and embraces the principle of joint working.

They will ensure the effective and prioritised deployment of resources to provide reliable information and support to managers and decision makers

**Key Role Accountabilities:**

Lead a strategic technical consultancy function, developing innovative and strategic responses through provision of specialist technical advice, insight, support and challenge to support the delivery of organisational priorities, and to ensure the Council is able to meet its legal obligations

Ensure the development, maintenance and monitoring of effective systems and information to support the delivery of key objectives.

Represent the service/organisation in meetings, working groups and other forums, providing an input that proactively drives delivery of priorities.

Effectively commission work packages both within the assigned service area and from other service areas / organisations in order to provide a holistic approach to advice and ensure that all factors are accounted for in the decision making processes of the organisation.

A strong and clear advocate for the organisation’s ***m people*** approach.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Demonstrate personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the roleholder is disabled, every effort will be made to supply all the necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable, job redesign will be pursued.**

**Role Portfolio:**

The Development Team plays a key role in supporting and delivering the Council’s commercial and residential growth agendas. The team provides professional advice to ensure the City’s land and property assets are used to help Manchester develop into a prosperous and sustainable City as well as delivering value for money. The team advises on all property and development proposals as well as the management of land and property held for investment purposes. The team lead on various major projects, town and district centre redevelopment as well as a range of residential and commercial schemes and property transactions across the City.

**Specific responsibilities:**

Support the Strategic Leads for Development and Head of Development and Investment Estate in the strategic development, valuation and management of the City Council’s land and property portfolio to achieve statutory requirements and help deliver the Council’s growth agenda.

Lead on specific regeneration projects to ensure that maximum value and outputs are obtained for the Council. To work closely with partner and Joint Venture organisations to deliver shared outputs in a timely and efficient manner.

Assist the Strategic Leads for Development and Head of Development and Investment Estate in the management of the Development property team and external consultants responsible for the delivery of regeneration projects and the valuation and management of the Council’s property portfolio.

Responsible for the preparation and review of financial appraisals and to provide advice to internal clients on joint ventures, regeneration projects and the management of the investment portfolio. This includes the management of cost centre budgets and the generation of internal and external fee income.

Responsible for providing colleagues within the team with commercial advice to support future regeneration proposals.

This includes ensuring compliance with the City Council’s statutory obligations in matters concerning the valuation of interests in land and buildings and to ensure a common high standard of practice in valuation throughout the Group. Assist with the professional and technical development of the Graduate Surveyors and Career Graded Technician.

Assist the Strategic Leads for Development and Head of Development and Investment Estate in the management of delegated budgets and achievement of financial targets. Prepare and oversee the submission of papers to the Lands Tribunal, County Court (or any other court of jurisdiction or arbitration) in order to present evidence on behalf of the City Council.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Commercial Skills**: Demonstrates sound business intelligence and ability to identify commercially viable opportunities and secure value for money in service delivery.
* **Analytical Skills**: Skills to analyse a wide range of data and other sources of information to break them down into component parts, patterns and relationships; probes for further understanding of problems and makes rational judgements from the available information and analysis, demonstrating and understanding of how one issue may be part of a much larger system/issue.
* **Strategic Thinking**: Evidence of thinking cross-functionally and cross-organisationally, beyond one’s own professional areas of specialism is important as is the ability to conceptualise new, collaborative ways of achieving shared goals.
* **People Management**: The ability to manage a complex range of service areas within a large and significant department and multiple priorities with confidence. Key to success includes being able to maintain focus and objectivity under various conditions and skill in managing and maintaining a multi-priority workload, progressing various strategies and plans over the long term concurrently with an ability to maintain sound judgment under competing priorities and pressure.
* **Communication Skills**: Negotiates more complex agreements with Council wide impact. Is able to influence and persuade key Council decision makers. Utilises enhanced advocacy skills.
* **Financial Management**: Excellent financial planning skills to develop short, medium and long term financial plans with an ability to budget proactively with large, high-risk or volatile elements being identified and cross-referenced to operational activity.
* **Problem Solving and Decision Making**: Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure.
* **Planning and Organising**: Ability to manage a complex range of functions and manage multiple priorities with confidence.

**Technical Requirements (Role Specific)**

* A fully qualified chartered surveyor with significant post qualification development experience.
* Track record of successful management of high profile, high value schemes in a property environment.
* Knowledge of the property market and the role the City Council plays in regeneration.
* Experience in complex valuation, asset management and demonstrable evidence of delivering successful outcomes.