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Job Profile and Person Specification

Post:	Graduate Surveyor (Building)
Reporting Relationship:	Projects Team Manager (CPGI) / Asset Manager (Technical)
Salary:	Grade 6 (£35,038.83 to £40,806.17)
Summary of Role:	<p>The Graduate Surveyor (Building) will support the Projects Team Manager (CPGI) and Asset Manager (Technical). They will provide professional services in the management and enhancement of City Property Glasgow (Investments) LLP portfolio and will provide cross functional working whilst progressing towards qualification as a Chartered Member of the RICS.</p> <p>This post will be subject to the terms of a Training Agreement that you must be committed to.</p> <p>Key Responsibilities and accountabilities will include:</p> <ul style="list-style-type: none">• Under supervision, undertake a wide range of Building Surveying services including serving and negotiating dilapidations, schedules of condition, condition surveys, pre-acquisition surveys, fire insurance/reinstatement valuations, feasibility studies and landlord consents.• Preparing and drafting reports for professional consideration, outlining proposals and results.• Assist with procurement, delivery and contract administration of projects.• Work collaboratively with the City Property (LLP) stakeholders, Glasgow Family and partners, developing networks that support decision making.• Assisting in the implementation of the LLP's Policies, Strategies and Standards for Development and Disposal opportunities.• Ensuring property information is gathered as required, to enable appropriate records to be maintained and reports to be prepared.• Contributing to the development and implementation of a robust Asset Management Rating system for the portfolio and contribute to the CPGI Asset Management Plan.• Responsible for ensuring Health and Safety and risk management procedures are understood and adhered to.

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	ESSENTIAL	DESIRABLE	EVIDENCE
Education, Qualifications & Training	<p>Full driving licence.</p> <p>BSc (Hons) in Building Surveying or equivalent.</p> <p>Enrolled or committed to enrol in the RICS Assessment of Professional Competence (APC).</p>		<p><input checked="" type="checkbox"/> Application Form</p> <p><input checked="" type="checkbox"/> Certificate(s)</p>
Skills, Knowledge & Competencies	<p>Excellent communication and presentation skills.</p> <p>Ability to liaise with internal and external services and bodies.</p> <p>Excellent time management, analytical and problem-solving skills.</p> <p>Ability to work in a fast-paced environment on multiple tasks.</p> <p>Skilled in the use of information technology including all Microsoft programmes.</p>	<p>Knowledge of public sector procurement route(s).</p> <p>Knowledge of Microsoft Project or similar planning application(s).</p> <p>Experience of carrying out building surveying services.</p> <p>Experience in preparation of reports.</p> <p>Knowledge of the Technical Standards (Scotland).</p> <p>Knowledge of Planning legislation.</p>	<p><input checked="" type="checkbox"/> Application Form</p> <p><input checked="" type="checkbox"/> References</p> <p><input checked="" type="checkbox"/> Interview</p>

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CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Leadership – Provides Support Effectiveness (level 2)	<ul style="list-style-type: none"> • Make sure you spend the right amount of time on the different aspects of your jobs, to meet the aims. • Give regular and helpful feedback to other people. • Ask people to give you feedback and to explain your targets and the best ways you can meet them. 		<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Interview
Delivering Results - Planning and delivering change (level 2)	<ul style="list-style-type: none"> • Produce complete, detailed and realistic project plans. • Prioritise your own and other peoples work, based on business needs. • 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. 		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
Delivering Results - Motivation (level 2)	<ul style="list-style-type: none"> • Balance any conflicting priorities when you need to. • Enjoy a challenge and work well even when time is short, and things are difficult. 		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
Personal Effectiveness Communicating (level 2)	<ul style="list-style-type: none"> • 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 		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview

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	<ul style="list-style-type: none">• Can share relevant and important information on time, with your team.		
Personal Effectiveness - Decision Making (level 2)	<ul style="list-style-type: none">• Can explain why decisions have been made and use examples to support them.• Can make sensible decisions after getting all the information required and thinking about alternative options.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
Providing Excellent Customer Service - Collaboration (level 2)	<ul style="list-style-type: none">• Ask for help from colleagues or experts outside of the Council.• Try to improve your performance as well as meeting personal goals.• Build strong relationships with colleagues and customers, beyond just working together on shared tasks.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview

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