



Job profile and Person Specification

Post:	Chartered Surveyor
Reporting Relationship	Markets Manager
Salary:	<p>Grade 7 £42,405.29 to £49,312.56 (incremental increase at six months and 1st April thereafter to top of grade)</p> <p>Non-standard working practices apply.</p>
Summary of Role:	<p>The Chartered Surveyor will support the Markets Manager with the management and enhancement of the Blochairn Market portfolio whilst ensuring all lease obligations are met. The role will be responsible for reviewing expenditure, recharges, maximising income and improving performance across wholesale and retail operations.</p> <p>Key responsibilities & accountabilities will include:</p> <ul style="list-style-type: none"> • Navigate complex landlord and tenant matters, including rent reviews, lease renewals, rent arrears, and new lettings. • Lead general estates management initiatives and actively participate in asset management tasks and general queries. • To provide expert professional advice, reviewing, supporting, maintaining and managing service charge accounting procedures across the commercial investment portfolio. • Prepare budgets for key estates and ensure information is accurate and reflects expected costs. • Monitoring and controlling income and expenditure associated with their assigned property portfolio, liaising and taking the lead in negotiations with the property agent and tenants in respect of rent reviews, lease renewals and agency matters ensuring favourable commercial terms on behalf City Property Glasgow (Investments) LLP. • Working collaboratively with the City Property (LLP) stakeholders, Glasgow City Council and Glasgow Family, and partners to share knowledge, experience, procedures and drawing in appropriate skills as necessary. • Create and monitor service charge budgets, including adjustments and journals as required. • Preparing and delivering accurate management and Committee reports providing • specialist professional advice and recommendations. • Monitor budget performance and provide reports for senior management. • Develop an excellent working knowledge of the portfolio. • Manage a demanding workload and ensure the key tasks are carried out in a professional and effective manner. • Deputise for the Markets Manager.

**OFFICIAL
OFFICIAL**

	<ul style="list-style-type: none">Responsible for ensuring Health and Safety and risk management procedures are understood and adhered to.Provide standby cover to meet operational requirements for incidents occurring outwith normal working hours.
--	---

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Education, Qualifications & Training	Full driving licence. Chartered Surveyor - Member of the Royal Institution of Chartered Surveyors. Commitment to CPD providing supporting evidence.	Degree level qualification in relevant discipline.	<input checked="" type="checkbox"/> Certificates <input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
Skills, Knowledge & Competencies	Experience in negotiating property leases in deal making and delivery. Experience in preparation of property option reports for potential development opportunities. Knowledge of commercial property asset management, development and investment. Knowledge and experience managing a commercial property portfolio. Excellent communication, presentation and report writing skills. Strong negotiation skills. Excellent time management, analytical and problem-solving skills. Current market knowledge and technical skills.	Experience of Property Management Systems. Experience in preparation of property option reports for potential development opportunities.	<input checked="" type="checkbox"/> Certificates <input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview

OFFICIAL

**OFFICIAL
OFFICIAL**

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Delivering Results - Motivation (level 2)	<ul style="list-style-type: none"> Balance any conflicting priorities when you need to. Give out work and delegate to other people, based on their strengths and how much time they have. Organise people and work in the best way to achieve results. 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
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 ensure 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
Personal Effectiveness - Communicating (level 2)	<ul style="list-style-type: none"> Choose the best way for communicating for your audience and situation. 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. Can share relevant and important information on time, with your team. 		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
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 		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview

OFFICIAL

	<p>required and thinking about alternative options.</p> <ul style="list-style-type: none">• Confident to say what needs to be said and do it.		
<p>Providing Excellent Customer Service – Collaboration (level 2)</p>	<ul style="list-style-type: none">• Encourage people to share information so they can achieve the right outcome.• Ask for help from colleagues or experts outside of the Council.• Try to improve your team’s performance as well as meeting personal goals.• Build strong relationships with colleagues and customers, beyond just working together on shared tasks.		<div><input checked="" type="checkbox"/> App. Form</div> <div><input checked="" type="checkbox"/> Interview</div>