

Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

Service: Corporate	Division: Corporate Property & Procurement
Section: Asset Management	Post: Surveyor (Property)
Grade: NLC 10/12	Essential Qualification: Honours Degree, SVQ 5 or equivalent (Full RICS Membership also required for NLC 12)
Date vacancy occurred: 4 August 2014	Current Salary Scale: £27,828 - £38,916 (bar point at £34,494)

Reason for vacancy:

Member of team promoted to a managerial position.

What are the consequences of not filling this post?

The team will not be in a position to complete professional valuation and rating work to required timescales and will be severely limited in its ability to undertake other additional tasks where required.

What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?

The option to continue to have a member of staff undertake higher duties was considered, However, this is a short term measure and the full duties and responsibilities of the post are not met. Therefore, it is believed that the only option available is to fill the post.

Due to the previous cost savings there is a risk that one of the Property Technicians may be in a redundancy situation and on this basis the job should be offered to these staff in the first instance.

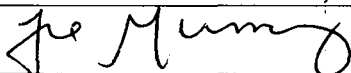
The following documents are enclosed with this form:

(✓)

1. Job Description

2. Organisational Chart (detailing location of post in structure and including number of posts at same level)

I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.

Signature
Executive Director: 

Date: 14/11/2014

Human Resources use:

Date of Vacancy Monitoring Sub-Committee _____

APPROVE / NOT APPROVE / CONTINUE

NORTH LANARKSHIRE COUNCIL

CORPORATE SERVICES

Service: Corporate
Division: Corporate Property & Procurement
Job Title: Surveyor (Property)
Responsible to: Group Manager
Grade: NLC 10/12

Job Outline:

Responsible to the Group Manager you will assist with the day to day management of the Council's Corporate Property Holding. This includes the provision of asset valuations, insurance valuation, rating management, identification of surplus assets, and property performance management together with all other tasks related to effective Asset Management.

Main Duties and Responsibilities:

1. Survey and measurement of all types of interests in land.
2. Valuation and negotiation of rental, capital and rateable values for asset register and rating purposes in accordance with current Royal Institution of Chartered Surveyors - Professional Standards and Practise.
3. Contribute to the development and implementation of the Council's Asset Management Plan for the management of the property portfolio and management systems including databases.
4. Collate, maintain and support the data necessary to provide the Council's corporate property database with information on the use, costs and performance of the Council's property portfolio.
5. Provide professional advice and support to the Service on the management of the Council's Corporate Property and Property Information Systems, in accordance with the Council's Standing Orders.
6. Assist and provide support for the development of a strategy for the optimum use of the portfolio including research and analysis of property related data.
7. Assist in the monitoring of all costs and authorisation of expenditure related to the day to day running of the portfolio.
8. Assist in the provision of a co-ordinated property service to the Council and its Services.

9. Comply with NLC's Health and Safety at Work procedures and any other relevant legislation, and to ensure that safe systems of work are used at all times.
10. Carry out any other duties consistent with the post as may be required by the Asset & Support Manager or Head of Service.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

CORPORATE PROPERTY & PROCUREMENT (PROPERTY)

