



Role profile

Principal Surveyor

Civil Service Grade: Grade 7	Salary Minimum: £48,774(National) £54,105 (London)	Contract Type: Permanent
Job Type(s): Surveying Estates Property	Civil Service Profession: Property	DfT Directorate: Corporate Finance
Location(s): Birmingham, Leeds, London		Reporting to Job Title: Head of Property Advisory and Delivery

Job description

Job summary

DfT Group Property provide property leadership across DfT's agencies and arms-length bodies and have direct responsibility for the Department's central estate covering the whole property lifecycle.

This role sits in our Advisory and Delivery team providing professional portfolio management and advice in a wide range of settings and asset types including property management, retail development, de risking and disposal of development land, delivering administrative office accommodation, and acquiring and managing land for construction of HS2 and other transport schemes.

Duties and responsibilities include:

- Effectively managing the DfT property portfolio to maximise value, reduce costs, enhance long term value and increase returns, with a focus on both financial performance and social and economic benefits.
- Take ownership for identifying and executing value add opportunities and asset management initiatives across the assets.
- Delivering commercial arrangements (including leases and acquisitions) which meet the Department's needs.
- Act as an "intelligent client" to our supply chain and property managers on all property management issues.
- Working with Senior colleagues in developing and delivering the Department's property strategy in line with wider Government policy
- Maximising property regeneration opportunity from DfT assets through development enabling work and ensuring asset disposals meet departmental objectives and represent best value.
- Undertake budgeting, forecasting and financial management in respect of the Department's property portfolio which is valued at circa £3bn.

- Managing and advising on cross DfT Group initiatives and policies

Person specification

You'll be currently working as a property professional in a private or public-sector organisation linked to property, infrastructure or housing. Whatever your background, if you have the skills, passion and determination we're looking for then you will be supported to succeed.

What we will need you to bring:

- Membership of RICS (or equivalent)
- Experience of working in a professional property team; leading on projects and delivering advice to clients.
- Experienced in Commercial Property and Asset Management either from a client-side business or a Property agency/advisory firm.
- Firm understanding and demonstrable track-record in handling asset management initiatives: lettings, rent reviews, re-gears, refurbishments as well as hold / sell analysis.
- Thorough understanding of commercial leases.
- Ability to produce quality reports and analysis in tight time constraints.
- Understanding of and compliance with Statutory, Regulatory and Professional requirements
- An effective communicator and negotiator
- Customer focused with senior colleagues, policy makers, stakeholders and potentially ministers

Behaviours

Behaviours are the actions and activities that people do which result in effective performance in a job. Candidates will be expected to demonstrate these at level 4.

- **Seeing the Big Picture**

Understand how your role fits with and supports organisational objectives. Recognise the wider Civil Service priorities and ensure work is in the national interest.

- **Making Effective Decisions**

Use evidence and knowledge to support accurate, expert decisions and advice. Carefully consider alternative options, implications and risks of decisions.

- **Communicating & Influencing**

Communicate purpose and direction with clarity, integrity and enthusiasm. Respect the needs, responses and opinions of others.

- **Delivering at Pace**

Take responsibility for delivering timely and quality results with focus and drive.

[More information about Behaviours](#)

Experience

- Experience of maintaining effective relationships at senior levels to understand stakeholders' needs and priorities
- Experience of working with senior leaders to plan, advise, and support delivery of major property projects
- Managing expectations, making quick and well-judged decisions based on a sound understanding of client requirements and the business context
- Experience of reviewing data in detail, observing patterns and drawing logical conclusions.
- Experience of explaining property matters and reports to others. Presenting data and explaining reports to policy colleagues who may not have a background in property
- Experience in writing reports to present their findings

[More information about Experience](#)

Strengths

You will be assessed against Civil Service Strengths at interview. For further details, please see the [Civil Service Strengths Dictionary](#).

[More information about Strengths](#)

Technical

- Hold degree in the appropriate discipline or equivalent experience
- Member of the RICS or equivalent professional qualifications

[More information about Technical](#)

Other helpful information you need to know

Level of security clearance: Baseline Personnel Security Standard (BPSS)	Working Pattern: Full-time; Flexible working	Contact Information: Sarah.Lavery@dft.gov.uk Susanna.Hawkins@dft.gov.uk
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