



Driver & Vehicle
Standards
Agency

Property Surveyor

Reference: 345931

Closing Date: 2nd June

Location: Bristol or Nottingham

Salary: £40,808

External recruits will almost always be brought in on the minimum salary scale. Cross civil service transfers and promotions are subject to separate provisions.



Helping you **stay safe** on **Britain's roads**

DVSA - who we are

Great Britain's roads are among the safest in the world.

At the Driver and Vehicle Standards Agency (DVSA), we play a vital role helping millions of people stay safe on our roads – our vision is safer drivers, safer vehicles and safer journeys for all.

What we do

We help millions of people every year. We make sure learners are safe to drive, by approving driving instructors and conducting driving and theory tests. We help people keep their vehicle safe to drive by approving MOT testers and inspecting vehicles. And our teams help protect the public from unsafe vehicles and drivers through roadside enforcement activities.



1.9 million

driving tests each year



38.5 million

MOT certificates issued each year



2 million

theory tests each year



31,958

defective vehicles discovered each year

Why join DVSA?

This is an exciting opportunity to join the Driver and Vehicle Standards Agency (DVSA), and help us to help everyone stay safe on Britain's roads for a life time of driving.

I'm delighted that you're interested in joining the Corporate Services directorate at DVSA. We provide some of the functions that enable delivery of front-line services to the public. Working here you can be proud of the direct role you have in enabling the organisation to operate effectively, and providing support for the critical driver, vehicle and enforcement services at DVSA.

Corporate services includes teams responsible for:

- Estates; who ensure that we have the buildings and workspaces that we need,
- Deployment and planning; who carry out scheduling of front line operations, and make sure they have the equipment they need to do their jobs,
- Portfolio and project teams; who support and deliver projects and programmes across the agency, and
- Shared services; who provide the HR and finance systems needed for the organisation to operate effectively.

In Corporate Services we're looking for people who are keen to learn and develop, to share their experiences and skills with others, and to actively look for improvements in how we do things. We provide a very supportive environment where you are empowered to do your best work.

We want the people in Corporate Services to reflect the communities that we serve, so we really welcome applications from all backgrounds. You can read more about how we support you and your wellbeing later in this pack.

Thank you for your interest.



Carrie Dolan

Director of Corporate Services

Working at DVSA

We offer a wide range of employee benefits, such as:

Personal development	Rewards	Great work/life balance
Access to in-role apprenticeships up to level 7	Employer pension contribution rate of up to 30.3%	Fast, modern IT kit and phones enabling seamless working from home and collaboration across the agency
Study leave	Tax free childcare scheme	Generous parental and carer schemes
3 paid volunteer days per year	25 days annual leave, increasing on a sliding scale up to 30 days. Plus 8 public holidays and one further day of paid privilege entitlement to mark the King's Birthday.	Flexible working, including part-time working and job share options
Individual Personal Development Plans	Special recognition awards	Free health checks including workplace adjustments
Minimum of 5 funded training days per year, plus 6-month development opportunities	Cycle to work scheme	Help and support with your home and work life, and wellbeing

You can find out more about working with us on the Department for Transport careers website: <https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Diversity and equality

The Civil Service is committed to becoming the most inclusive employer in the UK.

At DVSA, you'll be part of an innovative organisation that invests in all our people, ensuring we have the diverse skills to deliver transport that moves Britain ahead now and into the future.

We welcome applications from every part of the community. We're particularly interested to hear from Black, Asian, and Minority Ethnic people, women, disabled people and those who identify as LGBT+. We believe everyone is involved in making DVSA an inclusive and great place to work.

The Civil Service strives to have diversity and promotes equal opportunities for all. There is a Disability Confident Scheme (DCS) for candidates with disabilities who meet the essential criteria.

For more information on Civil Service Recruitment Principles, see the [Civil Service Commission](#) website.

Why DVSA?

Our vision is to support and develop everyone who works for us. Our passion for diversity and equality helps us create a positive working culture for all employees, and we're friendly, welcoming, respectful and full of opportunities for professional and personal development.

As well as being a DCS employer, we are proud to be members of the Business Disability Forum, The Prince's Responsible Business Network, ENEI and Employers for Carers.



The Prince's
Responsible
Business Network



About the job

As a Property Surveyor, you will support the strategic management of accommodation across circa 500 properties located throughout England, Scotland and Wales to meet the business needs and aspirations of the Agency. The post holder will help deliver the programme of strategic asset management for the portfolio ensuring the estate meets property legislation and statute and is managed effectively to maximise occupation, best practice, value for money and financial efficiency. The post holder will represent the Corporate Estate Management Team in all property related matters including but not limited to rates, disposals, acquisitions, landlord and tenant matters and contract management of agents acting on our behalf. The post holder will provide expert property advice and support to Property Investment Team, TFM team, Site Transition and Rationalisation Team and Operational and Enforcement colleagues.

Activities may include:

Strategic Oversight

- Provide strategic advice, management, support and vision on the utilisation, development, and day to day estate management of the portfolio.
- Responsible for and contribute to and implement the estates transformation and asset management plan within agreed timescales ensuring that a coordinated and consistent approach is taken.

Landlord and Tenant

- Represent the DVSA as landlord or tenant in all matters associated with its commercial land and property assets including negotiations of new leases, SEO Property Surveyor March 2023 SEO and HEO Job Description Form ID 1182 November 2018 V1.3 2 lease renewals, rent reviews, legal and property disputes and valuation disputes.

Acquisitions and Disposals

- Undertake acquisition of land and buildings to achieve objectives of the DVSA and asset management plan.
- Be responsible for the acquisition of land and buildings to achieve the strategic objectives of the DVSA. Drive out the most cost effective and efficient deal on acquisitions

- Manage property disposals whether freehold or leasehold, optimising capital receipts within an agreed time frame. Influence and agree closure strategy with Operational and Enforcement delivery teams.

Property Management

- Provide valuation/appraisals, business cases and reports for all purposes.
- Provide professional advice as necessary to internal stakeholders and externally where appropriate. Agree strategy with Operational and Enforcement Managers and gain Board approval (as necessary).
- Identify underperforming assets and assess opportunity costs to optimise use of property.
- Responsibility for ensuring occupation costs are minimised through regular review and management of all rating liability, material changes and appeals through management of contractors providing this service to DVSA.

Contract Management

- Where necessary procure and manage external property resources and consultants including estates and legal providers to support the work of the team and monitor performance and budget.
- Assist in the monitoring of performance and KPI's for all property related contracts.

Represent the Agency

- Represent the Agency internally and externally, where requested/required as subject matter expert providing expert advice, support guidance and vision to reach solutions beneficial to the Agency. - Review, maintain and disseminate awareness of property and relevant estate management and works legislation, case law and statutory requirements.
- Support the Head of Corporate Estates; drafting and providing high level briefing papers on Corporate Estate Management matters, preparing business cases and papers for submission to Boards and Directors, updating trackers and schedules used for reporting purposes and tracking project progress.
- Prepare draft responses for clearance to Parliamentary Questions, Freedom of Information requests and Corporate Correspondence.
- Execute management responsibilities effectively and in line with DVSA policies and processes; working with, leading and acting as a role model for team members and

colleagues in line with Civil Service values. Determine and plan SEO Property Surveyor March 2023 SEO and HEO Job Description Form ID 1182 November 2018 V1.3 3 their team requirements, including allocating resources and prioritising activities, over the short to medium term by fully understanding the business environment in which the team operates, the overall team objectives, ensuring their team fully understands and works to these requirements.

Leadership

- Demonstrate leadership by providing guidance to staff to support the delivery of objectives. Manage and engage with honesty and integrity, and upholding the reputation of the Agency, Department and Civil Service.
- Work in collaboration with other managers across all functions for the good of DVSA and to create a high performing and well respected Agency.

Relationships – Internal & External

- Liaise with relevant internal departments especially Operations Directorate, Enforcement Directorate, Estates Teams and Procurement to ensure that internal customer needs are met and that these requirements are communicated throughout the business.
- Ensure good relations and communications with all members of the team and respond politely and in a timely fashion to internal and external customers. Communicate with all major stakeholders (internal) to achieve business objectives
- Maintain an awareness of external factors (including statutory, case law and proposed legislation) which affect the business. Communicating such information with the estates team and wider stakeholders as required.
- Communicate with all major stakeholders to achieve business objectives including Landlords and Landlords' Agents, DfT property, GPA and MPs. Create a strong and positive relationship with the estates contract delivery stakeholders (legal and professional services)

Interested? Complete your application now at: www.civilservicejobs.service.gov.uk

Person specification

Please read this section carefully before applying. We will assess your application against the evidence you have provided within your CV and personal statement against the Job Description and Person Specification.

Essential skills and Essential experience

- Be a member of the Royal Institution of Chartered Surveyors with previous experience in commercial property management
- Experience of working in a professional property function
- Detailed property management experience and knowledge of property legislation and estate management including landlord and tenant, acquisitions, disposals, lease renewals, rent reviews, break opportunities and terminations.
- Proven budget and contract management skills; financial and property related
- Experience in managing commercial lease and licence agreements
- Working knowledge and experience of ensuring compliance with all legal and regulatory requirements in relation to the management of the property portfolio.
- Influencing and negotiation skills
- Hold full current UK driving licence

Mandatory Qualifications:

- Member of the Royal Institution of Chartered Surveyors - MRICS

Further Information:

There may be occasional UK travel required with this role.

*This role can be based in [Nottingham](#), [Bristol](#). Your presence at one of these locations will form part of the working arrangements agreed with you. We operate a hybrid working model giving you greater flexibility about where and when you work. Our **expectation** is that you will spend a **minimum 60% of your time at your base location**. *Visits to other DVSA sites or work locations count towards this.**

Success profiles

We assess candidates using specified [Success Profiles](#).

You will be expected to demonstrate the following Civil Service Behaviours during the selection process.

- **Seeing the Big Picture**
- **Managing a Quality Service.**
- **Delivering at Pace**

We'll assess you against these technical skills during the selection process:

- Government Property Career Framework: Technical Specialisms & Assurance - Acquisitions and Disposals (Senior Practitioner).
- Government Property Profession Career Framework: Strategic Asset Management – Property Portfolio Management(Practitioner)

Interviews will include a blend of [Behaviour](#), [Experience](#) and [Technical](#) questions.

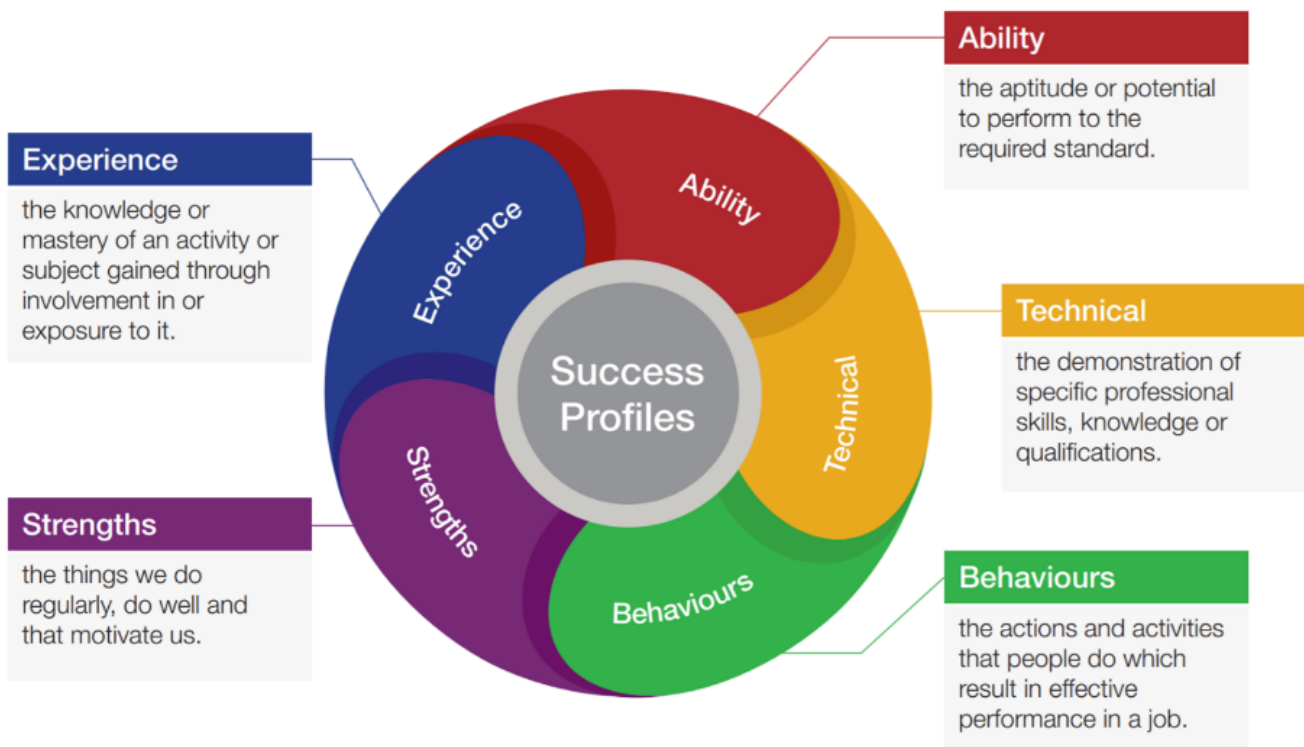
Success Profile Level 3

Success profiles

Here at The DVSA we use Success Profiles to assess applications and throughout our entire interview selection process.

Success Profiles were introduced to help attract and retain individuals from a wide range of professions to ensure a diverse and skilled workforce, in line with The Civil Service mission in becoming the most inclusive employer in the UK.

What are the elements of the Success Profile?



For further details please see [Level 3 of Success Profile Civil Service Behaviours](#)

The application process: what to expect

Application

You need to submit your application via the Civil Service Jobs website - www.civilservicejobs.service.gov.uk, you'll need to complete:

- A CV setting out your career history, with key responsibilities and achievements
- A personal statement (1250 words) utilising the word count given, demonstrating your experience and suitability for the role.

Should you encounter any issues with your online application or if you have issues with the online jobs portal, please contact us (details on final page) within 48 hours.

Shortlisting

We will assess your application against the evidence you have provided within your CV and Personal statement against the Job Description and Person Specification.

All applicants will be notified of the outcome.

Interview and assessment

Interview

You will be invited to attend a panel interview to discuss of your previous experience and professional competence.

Interviews will include a blend of [Behaviour](#), [Experience](#) and [Technical](#) questions.

We've designed the selection process specifically for this role.

You're encouraged to become familiar with the role, as you may be assessed against any of the criteria recorded within.

Full details of the assessment process will be made available to shortlisted candidates.

Timeline: Key dates and indicative timeline

Please note that these dates could be subject to change.

Closing date: 2nd June 2024

Shortlisting: From 3rd June 2024

Interviews: From 17th June 2024

Offer: Regardless of the outcome, we will notify all candidates as soon as possible.

Reserve List: A merit list may be created after interviews. If you are successful at interview, you will be placed on the merit list for up to 12 months.



Find out more about working with us

If you want to learn more about what we do, our culture, and what it's like working with us, please see below.

To apply for this role, and to see other vacancies at DVSA, visit Civil Service Jobs:
www.civilservicejobs.service.gov.uk

Find out more about working with us on the Department for Transport careers website:
<https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Get more information about DVSA, our work and services, at GOV.UK:
www.gov.uk/dvsa



You can also follow us on social media:



Twitter – [@dvsagovuk](https://twitter.com/dvsagovuk)



Facebook – [DVSAgovuk](https://www.facebook.com/DVSAgovuk)



LinkedIn – [Driver and Vehicle Standards Agency](https://www.linkedin.com/company/dvsa)



Driver & Vehicle
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DVSA
1 Unity Square
Queensbridge Road
Nottingham
NG2 1AY

www.gov.uk/dvsa

If you have questions about the role please contact: dawn.willock@dvsa.gov.uk

If you have problems with the online portal or application process please contact:
dftrecruitment.grs@cabinetoffice.gov.uk

Helping you **stay safe** on **Britain's roads**