

**Manchester City Council**  
**Role Profile**  
**Senior Development Surveyor**  
**Grade 10**  
**Development and Investment Service**  
**Growth and Development Directorate**  
**Reports to: Principal Development Surveyor**

**Key Role Descriptors**

The role holder will act as a key member of the team in the provision of a quality, value-added business support.

The role holder will provide high quality, customer focused, flexible and timely business support directly contributing to the achievement of objectives of a high-quality service.

The role holder will play a key role in the development, maintenance and monitoring of effective management information systems to meet the needs of the service.

The role holder will effectively coordinate project work and lead on specific project work streams to support the delivery of a high-quality service.

The role holder may be required to provide high quality, professional, customer focused, flexible, timely and confidential secretarial support to senior management.

**Key Role Accountabilities**

Accurately monitor best practice across a high-quality service using management information to assess performance and outcomes.

Co-ordinate the effective deployment of resources to meet the support needs of the service, managing performance and development needs to achieve agreed project objectives and service priorities.

Co-ordinate the production and supply of accurate performance data and management information to support the needs of the service in line with agreed objectives.

Effectively contribute to the monitoring, evaluation and improvement of all business support activities and house-keeping protocols that support the needs of the service and corporate initiatives.

Provide accurate research and analysis support where required and produce a range of high-quality communication, such as reports and briefing notes for various audiences and purposes including complex, confidential and sensitive correspondence.

Contribute effectively to the design, implementation and maintenance of high-quality management information systems and business support activities, providing comprehensive advice to customers and stakeholders.

Roles at this level may be required to undertake management duties, either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Work collaboratively with colleagues and stakeholders to enhance the role of business support throughout the Council, providing cover and flexibility where required. Personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

## Senior Development Surveyor – Key Competencies and Technical Requirements

### Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we are not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

### Generic Skills

- **Partnership and collaborative working:** Negotiate complex agreements with Council wide impact. Is able to influence and persuade key Council decision makers. Ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services.
- **Analytic Skills:** Skills to analyse a wide range of data and other sources of information to break them down into component parts, patterns and relationships; probes for further understanding of problems and makes rational judgements from the available information and analysis, demonstrating and understanding one issue may be part of a much larger system/issue.
- **Commercial Skills:** Demonstrates sound business intelligence and ability to identify commercially viable opportunities and secure value for money in service delivery.
- **Strategic Thinking:** Ability to identify patterns, trends and long term possibilities; can create and shape a vision of the future that fits in with the Council's long term objectives and is able to articulate strategy to a wider audience.
- **Communication and Influence:** Excellent communication, both oral and written. A skilled communicator in terms of the political/officer interface. Shows integrity, creates rapport, trust and confidence.
- **Performance Management:** Demonstrates that they use performance management to monitor the performance of the teams and service priorities against key performance indicators. Establishes clear targets and monitors performance to ensure continuous improvement in service delivery.

- **Management:** Able to effectively manage and prioritise own workload and those of others

#### **Technical requirements (Role Specific)**

- A qualified chartered surveyor with substantial post qualification development experience.
- A comprehensive knowledge of the property market and the role the City Council plays in regeneration.
- Experience of managing contracts particularly within a property environment.
- Experience in undertaking and reviewing complex valuations and development proposals and demonstrable evidence of delivering successful outcomes
- Experience of the successful delivery of development and regeneration projects
- Possess demonstrable commercial acumen, negotiating and influencing skills within a property environment