

ROLE PROFILE

Job Title	Valuation Manager
Barnet Band & scale range	Scp 209 – Scp 212 £54987 - £58881 + pay award pending
Reports to	Head of Property Services
Service area	Property Services
No. of staff responsible for	9
Budget responsibility (£)	£2,800,000 Rent income + staff budget

Purpose of Job

- To manage the service delivery of the Valuation Team and provide management of the Council's land and property portfolio.
- To co-ordinate the Valuation team's resources to deliver service efficiently and effectively, ensuring value for money by maximising revenue and capital income from rents and disposals of surplus property.
- To provide leadership to the valuation team, setting and monitoring team priorities, goals and developing and delivering the team plan linked to the Corporate and Service Plans.
- To provide professional leadership to all Valuation staff, ensuring staff Continued Professional Development is maintained and focussed on delivering outcomes for the council.
- To give strategic property advice to all council property occupiers to help ensure value for money on the use of the council's property assets.

Key Accountabilities

Role Specific Responsibilities

- Provide the council with strategic land and property advice, protecting its interests as landowner, for corporate and major service projects.
- Develop strategies, policies and guidance to support the delivery of council's objectives and vision concerning the use of the Council's Property Resources
- Establish and deliver on a rolling programme of property valuations in liaison with the Head of Strategic Finance and the council's external auditor.
- Develop a set of programmes to review the Council's use of its property resources and link the reviews to a programme of property disposals in accordance with the Council's Capital, Assets and Property Strategy.
- Monitor the disposals programme to ensure the delivery of projected Capital Receipts.
- Work in partnership with Directors and Heads of Services in determining their property requirements to deliver their services efficiently and effectively.
- Liase with the Strategic Development Unit in respect to land and property matters related to council's regeneration projects

- Appoint and manage consultants and agents engaged to provide advice and property related services necessary for the delivery of the above.

Team Leadership and Management

- Lead and develop the Valuation Teams so that they have the skills, experience and motivation necessary to deliver an excellent service.
- Set team and individual performance objectives linked to those of the directorate and the organisation and monitor them through targeting and performance management to ensure that objectives are achieved.
- Undertake appraisals and regular one-to-one meetings with all directly managed staff.
- Manage and develop the continued professional development process for all Property Services staff.
- Provide leadership on all professional and technical issues resulting from the Valuation team's operation.
- Contribute to the management of Property Services through the Service Management Team.

Strategy & Policy Development

- Develop and deliver strategies for specific aspects of the Council's property portfolio which link in to the Council's overall Capital, Assets and Property Strategy. The following strategies will need to be delivered:-
 - Property review, encompassing suitability and value for money operation.
 - The management of the Council's Agricultural holdings,
 - The management of properties leased to community groups and organisations,
 - To assess non residential properties in the Housing Revenue Account property portfolio,
 - To determine processes for governing access to Parks and Public Open Spaces.
 - To maximise income from Investment Properties
 - Disposals
- Produce policy papers and operational procedures resulting from the strategic programme.
- Evaluate best practice developments in property service in other councils, public and private sector organisations and make proposals on how they might be applied within Barnet to improve service delivery.

Performance and Customer Focus

- Deliver relevant strategies, policies and procedures for the efficient operation of the council's property portfolio, including maximising the rent roll and capital income from the disposals process.
- Establish an effective case management system with the Property Support Manager to deliver a customer focussed service.
- Deliver suitable training and development programmes for valuation staff which develops internal capacity for customer focussed operation.

- Deliver the 5 year rolling programme of the council's property asset valuations, ensuring that they meet Finance and audit requirements.
- Ensure that all property and asset data is accurate and stored and maintained in appropriate corporate systems, with sufficient user access.
- Seek to continuously improve the level of service provided by the team, comparing using performance information where appropriate.

Financial Responsibilities

- Produce the asset valuations to deadlines agreed with Finance and Audit.
- Manage the disposals programme to hit Capital Receipt targets.
- Manage the rent roll to deliver maximum value for money returns.

Flexibility

- Work with a degree of flexibility required to perform work not specifically referred to above although falling within the scope of the post at the appropriate grade.

Health and Safety

- Assess service delivery procedures for risks and ensure health and safety standards are maintained at high levels.

The Council's Commitment To Equality

- Deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services the council delivers

PERSON SPECIFICATION

Qualifications Required

Type	Level required
Professional qualifications/memberships	Membership of the RICS with qualifications to sign off property valuations to Red Book Standard, with evidence of continuing professional development.
Management	Skilled at developing individuals and teams to deliver high performance and value for money, in achieving organisational and departmental priorities. Competent at managing change in a service delivery context.
Education	Degree or equivalent (desirable)

Technical / Knowledge Requirements

Type	Description
Experience	Experience of managing property and or related services in a diverse organisation.

	<p>A good understanding of current thinking/best practice in relation to property and management issues</p> <p>Ability to analyse and interpret complex written and financial information, and make professional recommendations on the best use of property assets.</p> <p>Experience of negotiating with tenants, partners and other bodies on property matters.</p>
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Behavioural Competencies

Competency	Level
Staff management	<p>Ability to lead staff through effective performance management, appraisal, and coaching.</p> <p>Ability to motivate staff, set priorities and targets, direct and plan work to provide an integrated service to meet service standards/deadlines</p>
Time management	<p>Ability to manage own workload and to meet deadlines and demonstrate the benefits and effectiveness of remote and flexible working solutions.</p>
Teamwork	<p>Work effectively in providing leadership to a team to deliver high quality, cost effective services and generating flexibility within and across the team</p>
Change management	<p>Able to make sound and timely decisions based on an analysis of the relevant information and deliver innovative solutions to complex problems</p>
Political awareness	<p>Ability to establish confidence, credibility and trust in professional matters with senior management and councillors</p> <p>Demonstrate an understanding of working in a political environment</p>
Influencing & negotiation	<p>Strong interpersonal skills and able to challenge, support, influence and engage senior management and peers.</p>
Project management	<p>Effective user of consultancy and project management tools and techniques.</p>
Leadership	<p>Able to provide professional leadership to property services staff.</p> <p>Able to provide vision and direction to team members</p>
Management & Performance	<p>Ability to initiate and implement service improvements</p> <p>Able to demonstrate an understanding of how the organisation works, both formally and informally, and how political interests and policies impact the organisation and day-to-day work</p> <p>Able to operate the council's appraisal scheme to improve performance and to ensure staff have appropriate development needs met</p> <p>Ability to maintain and develop team performance indicators</p>

	<p>use them proactively to improve performance</p> <p>Able to deliver the council's commitment to equality of opportunity both in the provision of services and as an employer</p>
Communication skills	Able to communicate effectively with colleagues and customers at all levels
IT skills	Able to fully utilise modern flexible IT solutions, from a variety of locations using standard networking, operating systems and Microsoft Office products.