**UNISON**

**PROPERTY SURVEYOR**

**SYSTEMS MANAGEMENT SECTION**

**REF: ORD/94**

**JOB DESCRIPTION**

Grade: 5

Hours: 35 hours per week

Location: UNISON Centre

Reports to: Property Manager

Accountable to: Director Systems Management

**Overall Summary**

Reporting to the Property Manager, the postholder is responsible for the

day to day management of UNISON's property portfolio, responsible for planned and preventative maintenance, refurbishment projects, Health & Safety matters including Fire Risk assessments, Portable Appliance Testing, Electrical Fixed Wire Tests, Air and Water monitoring, and all other aspects of building management in line with our statutory obligations. The postholder will also deal with rates, rents, services charges, and other associated costs and will liaise with specialist property service providers working on behalf of UNISON e.g. surveyors, lawyers, project managers, valuers. The postholder will also provide advice and support to UNISON Branches on property related matters.

**Key Tasks and Responsibilities**

1. To develop and implement a programme of planned and preventative maintenance for Regional offices.
2. To provide day to day advice and support to Regional offices on routine property matters.
3. Formulate annual budget estimates for planned works and work with the Property Manager to produce an annual property budget.
4. Instruct works in accordance with UNISON Financial Standing Orders.
5. Authorise and sign off payments and rent and service charge invoices up to £150,000 and monitor budgets accordingly.
6. Project manage refurbishment and relocation schemes in accordance with the agreed brief and established project management procedures including monitoring consultant and managing contractor performance, resolving any problems as they arise.
7. To monitor customer satisfaction with performance of property related projects and respond accordingly.
8. Assist the Property Manager in implementing the property strategy

Including property acquisition and disposals, on-site property viewings and surveys, directing third party agents and working closely with regional and branch colleagues

1. Ensure Health and Safety Standards and requirements are met for professional property contracts and ensure contractors and consultants are appropriately qualified and competent.
2. Ensure UNISON comply with all Health & Safety statutory requirements including Portable Appliance Tests (PAT), Fixed Wire, Fire Risk Assessments, Asbestos, and Air Quality and Legionella
3. Ensure Environmental considerations are applied to all property related matters and that BREEAM standards are maximised.
4. Provide advice and support to branches on property related matters when required.
5. Provide professional advice on landlords' responsibilities and the management of property leases with tenants.

13. Procure specialist professional property and legal advice as required.

14. Undertake any other duties relevant to the key tasks and responsibilities identified above.

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**Property Surveyor Person Specification and Selection Criteria**

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON’s equal opportunities policy. It is given to all job applicants for information.

**Assessment code**

**A — Application form**

**PI — Panel interview**

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| **Heading** | **Selection criteria** | **Assessment** |
| 1. **Thinking** | * 1. Ability to contribute to the relevant management team as appropriate including strategic planning, organisational development and the implementation of change.   2. Ability to advise and support senior managers and relevant national and regional committees as appropriate.   3. Ability to contribute to the development and implementation of property refurbishment programmes including setting standards, monitoring and evaluating progress.   4. Knowledge of property inspection and valuation and the ability to determine property condition.   5. Understanding of building methods and materials and architectural and engineering plans.   6. Knowledge of property laws, tenancy agreements, building regulations and CDM regulations.   7. Understanding of energy efficiency, environmental impact and sustainable construction.   8. Knowledge of the management and supervision of the maintenance of buildings.   9. Knowledge of the requirement to ensure buildings meet the needs of people with disabilities.   10. Postholder is expected to have a relevant professional qualification. | **A PI**  **A PI**  **A PI**  **A PI**  **A PI**  **A PI**  **A PI**  **A PI**  **A PI**  **A** |
| 1. **Interpersonal and Communication** | * 1. Ability to work effectively, communicate and work in partnership with managers, colleagues and lay members/activists including report writing and presentation skills.   2. Ability to represent the union to external organisations including suppliers and demonstrate influencing skills.   3. Ability to project manage, plan and co-ordinate the work of others.   4. Skill in evaluating client needs and requirements and those of specialist departments e.g. IT and Communications needs associated with moves.   5. Ability to negotiate on rent renewals, leases and dilapidations to maximise the interests of the union.   6. Ability to develop business relationships with tenant decision makers as they pertain to lease renewals and alterations.   7. Awareness of and the ability to use information and communications technology. | **A PI**  **A PI**  **A PI**  **A PI**  **A PI**  **A PI**  **A PI** |
| 1. **Initiative and independence** | * 1. Experience of implementing property refurbishment work programmes to meet defined standards and timetables.   2. Experience of managing all aspects of a large property portfolio, including major developments, refurbishment and maintenance schemes.   3. Post holder is expected to have at least 5 years proven experience of property management, refurbishment and maintenance. | **A PI**  **A PI**  **A** |
| 1. **Resource management** | * 1. Ability to authorise budget expenditure up to £150,000 each individual item.   2. Ability to manage and prioritise work under pressure.   3. Ability to contribute to preparation of annual budgets for property related matters.   4. Demonstrate commercial awareness and the ability to ensure value for money and the effective use of resources.   5. Ability to relate Financial Standing Orders to the tendering process and advise external specialists accordingly.   6. Ability to work on and manage projects including planning and evaluation time management.   7. Ability to direct third party suppliers. | **A PI**  **A PI**  **A PI**  **A PI**  **A PI**  **A PI**    **A PI** |
| 1. **Physical Skills (with DDA modification where necessary)** | * 1. Keyboard skills.   2. Ability to travel. | **A PI**  **A PI** |
| 1. **General knowledge** | * 1. Committed to and understanding of equal opportunities.   2. Commitment to and understanding of UNISON’s aims and values and the trade union movement.   3. Knowledge, understanding and experience of operating information and communication technology systems to deliver services e.g. CAD software.   4. Ability to co-ordinate and implement administrative systems and services.   5. Knowledge and proven experience of health and safety good practice and legislation, statutory requirements and risk management to ensure landlord and tenant requirements are met.   6. Knowledge of ICT packages including MS Office suite | **A PI**  **A PI**  **A PI**  **A PI**  **A PI**  **A PI** |

**Other Information**

Please submit **three** copies of your completed application form.

Please send completed forms to Shauna McDonald, Systems Management, UNISON, UNISON Centre, 130 Euston Road, London NW1 2AY.

Completed application forms must be received no later than **5pm on** **Thursday 29 March 2018**.