**JOB DESCRIPTION**

**Property Surveyor**

The Rehab Group is a charity that provides services for over 20,000 adults and children, and champions the value of diversity and inclusion for people with disabilities or disadvantage in their communities throughout Ireland and the UK.

We work with people with disabilities, people on the autism spectrum, people with mental health difficulties, people who are disadvantaged in some way in the labour market, and people who want a fresh start.

### Our VISION is of a charity that champions the value of diversity and inclusion for people with a disability or disadvantage, in their communities. Together, we will constantly learn and seek to provide excellent services to foster and enhance social and economic independence.

### Our MISSION is helping the people we serve to be more independent; helping them to contribute to and be more included in their communities; empowering them with the skills and confidence to be active in the workforce; and supporting them to be in charge of their health and wellness.

### Our VALUES underpin all we do, shape who we are and how we work with one another, in our organisation and in the community:

**Advocacy:** Challenge exclusion and promote inclusion

**Quality:** Strive for excellence in all aspects of our work

**Dignity:** Respect the unique worth of every person (that includes people who access our services, families, employees and volunteers)

**Justice:** Act with integrity, honesty, commitment and accountability in everything we do to ensure equity, fairness and transparency

**Team Work:** Foster an environment that encourages change, growth, trust in our organisation and in partnership with others, working together as one Rehab team

**JOB DESCRIPTION**

**Property Surveyor**

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| **Region/Department:**  Property | **Signature of Job Holder:**  Date: |
| **Reports to (Title):**  Head of Property and Facilities | **Signature of Manager/Supervisor/Head:**  Approved/Date: |
| **Cost Centre and Job Number:** |  |

**1. JOB PURPOSE**

To provide a key management role in the Group Facilities and Property function, supporting the management of the Rehab Group property portfolio of approx. 240 properties in Ireland, either directly, or through appointed consultants in line with organisational and statutory compliance requirements.

**2. MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE/TRAINING/KNOWLEDGE**

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| **Formal Education / Training** | * Relevant third level Property Surveying related qualification (NFQ8) * Property Surveyor (SCSI / RICS) or PSRA licensed |
| **Work Experience** | * 5 years’ commercial lease transaction property experience. * Experience in Property acquisitions and lease / license negotiations. * Experience with the full range of Property regulatory and compliance requirements. * Experienced in rent valuations, condition surveys, dilapidations. * Experience in working with key industry professionals such as architects, engineers, surveyors etc. * Experience in project management principles, practices and techniques. |
| **Skills and Knowledge** | * Knowledge of Irish-based building related contract procedures, contractual principles, building regulations, building control regulations and construction/workplace health & safety regulations. * Skills and knowledge of Property acquisition, lease negotiation and conveyancing processes * Property /Surveying systems experience * Excellent knowledge of excel, word and other MS Office Suite programmes * Excellent interpersonal and team work skills. * High degree of efficiency and ability to self-direct. * High degree of time management skills. * Sound financial / budget management skills. * Full Clean Driving License |

**3. JOB DUTIES AND RESPONSIBILITIES**

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|  | **Job Area** |
|  | Proactively **manage** the renewal of property leases and licenses, ensuring the lease register, insurance register and property systems are kept up to-date. |
|  | **Prepare** and issue conveyance instructions to Company Solicitors and represent the Group in purchase, lease and license negotiations of suitable properties to achieve lowest occupancy costs, in line with budget, that meet customer requirements. |
|  | **Collaborate** with engineers, architects and clients on assigned project work as required. |
|  | **Support** the Group property requirements by providing customer focused, property management support and advice on property legislation and building regulations, across the Group’s operations in Ireland, to ensure that properties meet service delivery needs of Rehab’s service users. |
|  | **Conduct** site surveys and prepare site survey documentation, ensuringthat all documentation and administrative requirements are fully delivered on, to provide for future management needs of these properties. |
|  | **Support** the property team in preparing and reviewing tendering documents and contract renewals for property related activities. |
|  | **Liaise** closely with the operational delivery teams across the group to understand their needs, provide advice on solution options and develop these engagements into property briefs that can be taken to the market. |
|  | **Influence** the development of property related policies and procedures to ensure that the Group is at all times fully compliant with its legal and regulatory obligations |

These duties and responsibilities are a reflection of the present organisation requirements and may be subject to review and amended to meet the changing needs of the organisation.

**4. COMMUNICATION AND WORKING RELATIONSHIPS**

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| **Typical Level of Interaction** | Standard: Typical interaction is to request and provide information. Courtesy, tact and effectiveness are required.  Advanced: Influence using logic and facts. Communication is important but not critical to the achievement of job objectives.  Expert: Win the hearts and minds, changing opinion of people. Critical in achieving the job objectives. |
| **Primary Audience (Internal)** | * Head of Property & Facilities, Rehab Group * Property Projects Manager, Rehab Group * Regional Operations Officers, Rehab Group * Regional Operating Officers, Integrated Service Managers, Managers * Newgrove Housing Association (Property Manager & Housing Officer) * Property Projects Officer, Rehab Group * Property Administrator, Rehab Group |
| **Level of Audience (Internal)** | Clerical / Operational  Supervisory / Junior Professional  Middle Management / Seasoned Professional  Senior / Top Management |
| **Primary Audience (External)** | * Architects * Surveyors * Local Authorities * Company Solicitors, Estate Agents Design Team Members |
| **Level of Audience (External)** | Clerical / Operational  Supervisory / Junior Professional  Middle Management / Seasoned Professional  Senior / Top Management |

**5. KEY DIMENSIONS AND RELATED JOB RESULTS**

* Reporting to the Head of Property and Facilities in Rehab Group with a dotted reporting line to the Property Manager (Project Work)
* Maintain an up to date knowledge of services, best work practices, industry norms, statutory, planning and building control, and health and safety regulations, within the area of responsibility.
* Ability to travel and provide own transportation

**6. OPERATING ENVIRONMENT**

Rehab Group portfolio of approx. 240 properties in Ireland

This role requires the job holder to:

* Willingness to be flexible in working hours to meet organisation/client’s needs.
* Working some unsocial hours may be required from time to time.
* **7. KEY COMPETENCIES**

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| A commitment to living the organisational values of Team work, Dignity, Justice, Advocacy and Quality |

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| **Respect for others** | You contribute to identifying methods and processes that ensure each individual is valued and respected.  You work with individuals, key people and others to identify the cultural heritages, backgrounds, personal experiences and beliefs of individuals.  You work with individuals and colleagues to identify aspects of the environment, practice and behaviour that are beneficial to creating an inclusive culture for everyone.  You work to ensure that the work environment is positive and supportive and that all staff members operate in a way that promotes the dignity and respect of individuals and their colleagues.  You respond appropriately where people are found to be excluded.  You provide active support to enable individuals to participate and manage their own lives. |
| **Building Relationships and Communication** | You modify communication approach to suit the needs of a situation/ audience.  You actively listen to the views of others.  You liaise with other groups to gain co-operation.  You negotiate, where necessary, in order to reach a satisfactory outcome.  You maintain a focus on dealing with colleagues and service users in an effective, efficient and respectful manner.  You are assertive and professional when dealing with challenging issues.  You express yourself in a clear and articulate manner when speaking and in writing. |
| **Judgement and Decision Making** | You effectively deal with a wide range of information sources, investigating all relevant issues.  You understand the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc.  You identify and understands key issues and trends  Correctly extracts & interprets numerical information, conducting accurate numerical calculations  Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence |
| **Openness to Change** | You identify opportunities for change in line with best practice and/or provide constructively feedback on other proposed changes.  You change your viewpoint and/or proactive in the light of changing circumstances or new information.  Where possible you assist others; individuals and colleagues to deal with change.  You recognise the need for change and encourage others to do likewise. |
| **Planning & Organising** | You organise your time to enable you to complete work activities according to legal and organisational requirements and to meet individuals’ needs and preferences.  You report on any difficulties you have had in completing your work activities within the allotted timescales and according to individual’s needs and preferences.  You raise these difficulties with the appropriate person.  You balance your own duties and responsibilities with the individual’s needs and preferences. |
| **Leadership & Teamwork** | You consult and encourage the full engagement of the team, encouraging open and constructive discussions around work issues.  You get the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise.  You value and support the development of others and the team.  You encourage and support new and more effective ways of working.  You deal with tensions within the team in a constructive fashion.  You encourage, listen to and act on feedback from the team to make improvements.  You actively share information, knowledge and expertise to help the team to meet its objectives. |