

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.**Post Title:** Lead Development Surveyor**Unit/Team:** Estates and Project Management Team**Grade:** I**Service:** Transformation**Reports to:** Interim Deputy Chief Executive/Chief Executive**Issue Date:** April 2025

PURPOSE OF THE JOB

The Council has a clear vision for town centre regeneration. Now at the delivery phase, this role is to lead on all aspects of the council's regeneration related asset acquisition and development. This will include driving forward significant development projects on behalf of the council and partners, working to a clear project methodology and contract managing external consultants such as architects, surveyors and property agents.

The post-holder will need to forge strong relationships with businesses, investors and developers to support the delivery of one of the region's most ambitious regeneration agendas.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To manage the acquisition and development of key strategic assets within Rugby Town Centre, in line with the Council's Town Centre Regeneration Programme.
- 1.2 To develop viable proposals for the delivery of regeneration projects and ensure delivery plans and risks are effectively managed.
- 1.3 To lead the procurement and monitoring of supporting services for town centre acquisitions, including the engagement of project management, financial, property, legal and design services.
- 1.4 To develop and leverage specific relationships, such as Joint Venture partners, which further enable the achievement of the Councils Town Centre Regeneration objectives.
- 1.5 To initiate and develop internal and external partnerships and boards, providing advice, guidance and to negotiate outcomes that will deliver substantial regeneration.

- 1.6 To work closely with Finance colleagues to oversee the development of financial appraisals on regeneration and development schemes, using the industry standard appraisal models and advise on scheme viability and delivery.
- 1.7 To work effectively with Growth & Investment colleagues to ensure planning frameworks are adhered to and programmes, risk registers and dashboards are robustly monitored to ensure delivery timescales are adhered to.
- 1.8 To ensure comprehensive development scheme budget management, accurate cashflow forecasting, programming and business planning and risk management takes place to manage regeneration and development projects effectively.
- 1.9 To report on progress regularly to Portfolio Holders, Programme Board, The Town Centre Regeneration Working Group and formal committees when necessary, delivering high quality information and analysis to inform and shape strategic decision making
- 1.10 To ensure that all work is carried out in accordance with legal, technical, health and safety and environmental regulations.

2. OTHER DUTIES AND RESPONSIBILITIES

To actively support the Council in:

- 2.1 Ensuring that the corporate objectives of the Council are delivered as planned, including demonstrating value for money and consistently driving efficiencies as appropriate.
- 2.2 Identifying corporate and other cross service issues affecting the Council's regeneration activities and/or objectives.
- 2.3 Promoting and effectively participating in multi- disciplinary working involving a range of internal and/or external contacts in order to address or develop specific corporate issues.
- 2.4 To work with members to assist in their understanding and engagement of town centre regeneration and to provide them with appropriate support and advice in their roles as community leaders.
- 2.5 Formulating, reviewing, and developing corporate strategies and policies that reflect the Town Centre Regeneration objectives of the Council.
- 2.6 Ensuring health and safety is prioritised within the services managed and contributing to the Council's overall aim of delivering health and safety excellence.

- 2.7 Any other reasonable duties as requested by your manager, consistent with the general level of responsibility of the post.

3. SUPERVISORY RESPONSIBILITIES

- 3.1 Oversee the procurement and work of multiple concurrent external providers covering a broad range of specialisms.
- 3.2 Recruit and line manage further team members as required and as justified by comprehensive business cases.

4. FINANCIAL RESPONSIBILITIES

- 4.1 Develop business cases, advise members and implement projects with a value of up to £10m. Ensure that all such projects progress in line with agreed timeframes by implementing accurate budget management, accurate cashflow forecasting
- 4.2 Securing additional income for projects, for example by applying for government funding, developing joint venture agreements or securing other commercial delivery partners.

5. RESPONSIBILITY FOR ASSETS AND DATA

- 5.1 Responsible for managing sensitive data flow across departments and organisations and in doing so ensuring high data quality and security. In doing so, ensure data integrity, quality and compliance with internal policies and external regulations.
- 5.2 Interrogating data supplied by other parties and ensuring that this is interpreted and presented to decision makers with clarity and accuracy.

6. EXTENT OF PUBLIC CONTACT

A degree of contact with the public and external stakeholders should be expected to articulate and explain the benefits of projects implemented. This may take the form of consultation events, public meetings and business engagement.

7. WORKING CONDITIONS AND ENVIRONMENT

To work in an agile environment and attend the office as required by the Property Manager and/or the council's agile working policy. In addition the post holder will be required to:

- Visit vacant and active Council buildings and sites and undertaken surveys

- Attend meetings on active construction sites and undertake inspections on vacant sites

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
 Equality and Diversity
 Health and Safety
 Risk Management
 Anti- Fraud
 Data Quality and Data Protection
 Business Continuity
 Major Emergency Plan
 Procurement and Contract Management
 Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Lead (or Principal) Development Surveyor

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Significant understanding and a successful track record of £multi million commercial and residential property acquisition and development.	E	A/I
A university degree or postgraduate qualification accredited by the Royal Institution of Chartered Surveyors (RICS)	E	D
Significant post qualification experience	E	A/I
Chartered Membership of the RICS	E	D
A Project Management Qualification	D	D
Experience of commercial and retail asset acquisitions and developments	D	A/I
Successful track record of delivering complex projects and / or regeneration schemes	E	A/I
An ability to maintain a focus on strategic and long term issues by developing and driving a vision/strategic view and an awareness of organisational capacity to deliver effective results.	E	A/I
Experience of contract management including external architects, surveyors and agents.	E	A/I
Experience of procuring joint venture partners for the future development phases	D	A/I
Ability to work under pressure and to strict deadlines	E	A/I
Ambitious, results driven, decisive and energetic.	E	A/I
Strong track record of project and budget management.	E	A/ I
Presentational skills - to Council members, officers and members of the public. Capabilities should include prepared and ad-hoc public speaking in different environments.	E	A/I
Advisory skills – be able to provide clear planning advice to all parties including making strategic recommendations to inform council and sub-regional policy.	E	A/I
Effective communication skills – be able to communicate clearly and effectively with members of the public, Councillors and other third parties by letter, telephone, e-mail and face to face.	E	A/I
Decision making skills - demonstrable examples of making informed judgements on behalf of the Council in pressurised situations.	E	A/I

Strong programme and project management skills to deliver successful outcomes.	E	A/I
Able to forge effective, professional working relationships with other council departments and external partners.	E	A/I
Demonstrable understanding of equality of opportunity in both service delivery and employment.	E	A/I
A commitment to work within our CAN DO values and embed these in the culture of the workforce.	E	A, I
Excellent written skills to formulate reports, policies and other documentation on complex issues	E	A
A proven record of working effectively within a political environment, providing clear, balanced advice and guidance	D	I
To exert influence upon and successfully negotiate with others within complex and sometimes competing environments	E	A/I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D