EXETER CITY COUNCIL

Job Description

JOB TITLE : **Principal Commercial Development Surveyor**

GRADE : **M**

POST NO : **TBC New Role**

DIRECTORATE : **Corporate Resources**

UNIT : **Commercial Assets**

REPORTS TO : **Head of Commercial Assets**

RESPONSIBLE FOR : **N/A**

LIAISON WITH : **Elected Members, SMB, Council Officers ,external agencies, consultants, contractors, property owners, tenants and the general public.**

MAIN PURPOSE

Reporting into the Head of Commercial Assets the post will work across the various Commercial Asset service lines providing professional expertise in the delivery of asset restructuring, commercial negotiation and site-specific property development and regeneration activity, providing advice on project delivery, optimal commercial solutions and establishing successful partnership arrangements across property types spanning all use classes.

MAIN DUTIES & RESPONSIBILITIES (MDR)

1. To lead on a variety of commercial, mixed use and residential development initiatives and transactions
2. To lead on structuring and project managing a variety of project types (e.g. in relation to the modernisation of the car park estate) where clear strategic thinking and problem solving will be required
3. To actively support the delivery of the City Council's Liveable Exeter aspirations
4. To actively collaborate with the Commercial Estates Team on cross cutting commercial matters
5. To provide commercial advice on City Council property development propositions to inform concept master plans and development briefs
6. To assist the Head of Commercial Assets in securing land and property to meet the City Council's strategic plan and corporate objectives
7. To work closely with development partners and joint venture partners to deliver key development sites and initiatives
8. To assist in the embedding of zero carbon aspirations across the Corporate Property team and in its activities
9. To ensure effective management of contracts with external consultants and contractors
10. To support the work of the Head of Commercial Assets in the planning, delivery and improvement of the service
11. Responsible for appointing consultancy teams, managing sizeable consultancy budgets and reviewing ongoing team performance
12. To carry out such other duties as are required from time to time commensurate with the

grading of this post in order to contribute to the delivery of the City Council's corporate purposes and objectives

DATE LAST UPDATED: November 2025

Person Specification

JOB TITLE : Principal Commercial Development Surveyor

GRADE :

POST NO :

DIRECTORATE : Corporate Resources

UNIT : Commercial Assets

Qualifications & Knowledge

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Degree in Surveying/ Estate Management, or similar (or equivalent qualification)	E	A/C
Chartered Membership of the RICS	E	A/C
Expert and current knowledge of relevant property legislation	E	A/ I
Expert knowledge of relevant property valuation techniques and applications	E	A/ I
Political awareness	D	I
Five years minimum experience of leading on major projects and structuring commercial negotiations across commercial, mixed use and residential property types	E	A/I

Special Requirements & Skills

Criteria	Essential/ Desirable (E/D)	Method of Assessment
High level of communications, presentational and team working skills	E	A/I
Experience of managing external consultants and contractors	E	A/I
Ability to work collaboratively across organisational boundaries with a range of stakeholders and interested parties	E	A/I
Ability to lead on the structuring of project delivery strategies (involving market engagement and procuring partners)	E	A/I
Ability to lead on complex negotiations	E	A/I
Ability to identify and lead on the delivery of innovative	E	A/I

Criteria	Essential/ Desirable (E/D)	Method of Assessment
commercial solutions		
Excellent analytical skills	E	A/I

Other

Criteria	Essential/ Desirable (E/D)	Method of Assessment
High level of personal resilience required to manage diverse and high-profile workload	E	I
Ability to attend evening meetings as necessary	E	I
Computer literate, especially in Excel and property packages	E	A/I
Ability to travel to sites and other locations as necessary	E	A/I

CATEGORY: A: Application, **C:** Certificates, **T:** Testing, **I:** Interview

COMPLETED BY : Head of Service, Commercial Assets
DATE : August 2025