

## Role Profile

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Role Profile Created: 6<sup>th</sup> September 2019

<b>Post Title:</b>	<b>Technician (Surveying)</b>
<b>Grade:</b>	<b>9</b>

### ROLE DEFINITION

To take an active role in the provision of all Estates Team Services with specific responsibility for the maintenance of the GIS ArcMap system and preparation of necessary plans.

### KEY TASKS AND RESPONSIBILITIES

#### Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

#### Role Specific Tasks & Responsibilities

- Update and improve information on the Council's GIS ArcMap system.
- Preparation of Lease and Title Deed Plans using AutoCAD also where necessary the preparation of Architectural Record Drawings of Council Properties for Sale, Valuation or Letting purposes.
- Liaison with colleagues and the general public on ownership queries and boundary disputes involving Council Property.
- Co-ordinating and managing requests for garden ground purchases.
- Co-ordinating and managing Wayleave Requests from Utilities Companies.
- Assisting with the general work of the Estates Team including dealing with general enquiries, assisting with sales and lettings, carrying out viewings and inspection and other tenant liaison.
- Assisting in ensuring all property databases are up to date including Tribal K2 system and Key Register.

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### ESSENTIAL / DESIRABLE CRITERIA

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• HNC in a Surveying discipline or equivalent</li> <li>OR</li> <li>• equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• HND or Degree in a Surveying discipline or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Plotting title deeds</li> <li>• Land and Property Surveying leading to plan production</li> <li>• Input and Maintenance of GIS Records</li> <li>• Preparation of Lease and Title Deed plans using AutoCAD</li> <li>• Preparation of location plans</li> <li>• Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Processing Wayleave Applications</li> <li>• Development and maintenance of a property database</li> <li>• Dealing with boundary disputes and property enquiries</li> <li>• Property marketing</li> <li>• Staff development and training</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul>
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>• AutoCAD</li> <li>• ArcGIS</li> <li>• Title interpretation</li> <li>• Plotting and Plan Production often from measurement on site</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Property Law</li> <li>• Registers of Scotland Scot Lis system</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Pre/Post-Interview Check (if appropriate)</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and as part of a team</li> <li>• Ability to work with external customers</li> <li>• Written and verbal</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul>

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	Essential	Desirable	Evidence
	communication skills		
<b>Other</b>	<ul style="list-style-type: none"> <li>UK driving licence</li> <li>Ability to travel throughout North Ayrshire</li> <li>Ability to work flexibly</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>Pre/Post-Interview Check (if appropriate)</li> </ul>

### OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<p style="text-align: center;"><b>Focus.</b></p> <p style="text-align: center;"><i>we</i> put our customers first <i>we</i> understand the bigger picture</p>	<ul style="list-style-type: none"> <li>Provide excellent customer services.</li> </ul>
	<ul style="list-style-type: none"> <li>Meet and where possible exceed the expectations of internal and external customers.</li> </ul>
	<ul style="list-style-type: none"> <li>Understand the performance levels and standards required within our own role and strive to achieve and where possible exceed these.</li> </ul>
	<ul style="list-style-type: none"> <li>Know how the work we do fits into the overall performance of the Council.</li> </ul>
<p style="text-align: center;"><b>Passion.</b></p> <p style="text-align: center;"><i>we</i> take pride in the jobs we do <i>we</i> are ambitious for our community</p>	<ul style="list-style-type: none"> <li>Take ownership of our own actions and performance.</li> </ul>
	<ul style="list-style-type: none"> <li>Reflect on the work we do and consider how it could be improved.</li> </ul>
	<ul style="list-style-type: none"> <li>Have a positive impact on the lives of our customers and their communities.</li> </ul>
	<ul style="list-style-type: none"> <li>Push the boundaries to help our customers and communities realise their potential.</li> </ul>
<p style="text-align: center;"><b>Inspiration.</b></p> <p style="text-align: center;"><i>we</i> all look for better ways to deliver our services <i>we</i> achieve the best results by working together</p>	<ul style="list-style-type: none"> <li>Find new ways to deliver improvements, efficiencies and value for money.</li> </ul>
	<ul style="list-style-type: none"> <li>Embrace change with enthusiasm and creative ideas.</li> </ul>
	<ul style="list-style-type: none"> <li>Work together and creatively produce the best outcomes for our customers and communities.</li> </ul>
	<ul style="list-style-type: none"> <li>Plan all activities with the end goal in mind.</li> </ul>