

## JOB DESCRIPTION/PERSON SPECIFICATION & COMPETENCY FRAMEWORK

<b>Job Title</b>	Rural Surveyor (Infrastructure Projects)
<b>Reports To</b>	Chief Land Management Adviser
<b>Department</b>	Policy Services
<b>Location</b>	Stoneleigh
<b>Grade</b>	4

### **JOB DESCRIPTION**

#### **Main purpose and scope of job:**

- To support the Senior Rural Surveyor in communicating legislation, policy and practice relevant to rural surveying
- To support the Senior Rural Surveyor on the NFU's work on infrastructure schemes including High Speed Rail, road & rail schemes and wind farm developments with onshore cables
- To provide high quality expert advice to members, staff, the NFU Officeholders, Directors, and Boards relating to:
  - Compulsory purchase and compensation issues
  - Development Consent Orders (DCO) for significant infrastructure schemes
  - Utility operators and national utility agreements
  - Other rural surveyor issues as appropriate
- To support the Surveying teams on:
  - Telecommunications: Electronic Communications Code: Land value issues with regard to broadband and mobile

#### **Levels of authority:**

- First point of call for regional staff on relevant policies and legislation, including infrastructure schemes in regard to compulsory purchase and compensation for large infrastructure schemes, Liaise with both CallFirst specialist advisers and the NFU panel firm on any policy implications arising from member queries on major infrastructure schemes
- Represent the NFU, as directed, at conferences and other venues, and with the media
- As required, deputise for the Senior Rural Surveyor on relevant groups, panels or bodies.

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**Management and Functional responsibilities:****Infrastructure schemes:**

- The NFU are supporting members on a range of infrastructure schemes, including:
  - HS2 – Phases 1, 2a and 2b
  - Highways England – numerous schemes
  - Electric cable schemes
  - Network Rail schemes

The post holder will be required to:

- Organise meetings for members
- Speak at meetings with members, whether it is 5 members around a table or 100 in a room.
- Set up working agent groups for each scheme.
- Meet directly with Highways England, HS2 or private developers.
- Keep Group Secretaries and County Advisers up to date and involved.
- After a period in post, be able to explain the DCO process to members and stand and speak at hearings giving evidence on behalf of members.

**General policy areas:**

- Monitor and assess industry developments in relevant policy areas and any others as may be reasonably directed. Assess the implications for NFU members and the industry of any such developments and advise as appropriate.
- Develop an effective network of contacts with relevant bodies, with particular attention to the Government and its agencies, EU authorities where appropriate, other relevant statutory and non-statutory organisations, relevant commercial bodies and representative bodies (including the CLA, CAAV and RICS), as appropriate.
- Working closely with the Senior Rural Surveyor, develop and promote policies which assist the NFU in the relevant policy areas and any others as reasonably directed.
- Liaise with appropriate industry bodies and organisations to promote the interests of the NFU and its members.
- Develop effective working relationships with colleagues and with Policy Services and Food and Farming department colleagues, CallFirst advisers and those in NFU regions, with objective of furthering policy development and awareness of the post holder's policy responsibilities.
- Prepare consultations and operate consultation groups, for specialist areas within the post holder's remit, under the direction of the Policy Board and the Head of Policy Services.
- Advise and assist NFU Officeholders, Directors and Boards, and designated national and regional NFU spokesmen on subjects under the post-holders areas of responsibility and as required.
- Advise on any other supplementary areas falling outside particular designated subject areas when required.
- Ensure good communication with NFU members, opinion formers and the general public.

- Develop and maintain close working relationships with the relevant press and media.
- Under the direction of the Head of Policy Services and the Head of Food and Farming, work in project teams, as required, sharing information with colleagues in these departments; work flexibly and co-operate in achieving common goals.
- Ensure the editors of NFU publications (including Pro, British Farmer and Grower and Countryside) are provided with appropriate news stories concerning issues within the post holder's areas of responsibility, and write articles as required.
- Update the NFU's work in progress reports, and success sheets, on issues within the post holder's areas of responsibility.
- Keep the current business guides up to date in conjunction with panel firms and seek to develop further business guides
- Ensure that the NFU's central database of active members is kept up to date.
- Maintain close contact and co-operation with relevant staff in NFU Regional Offices and NFU Call First.
- Promote the benefits of the NFU Mutual where appropriate.
- This job description will develop to meet the needs of the NFU and any additional duties will be commensurate with this post holder's grade.

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**COMPETENCIES**

		<b>Level</b>
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>• Understanding the NFU</li> <li>• Working Together</li> <li>• Personal Accountability</li> <li>• Communication</li> </ul>	<p>3 – Managing 3 – Managing 3 – Managing 3 – Managing</p>
<b>Functional Competencies</b>	<ul style="list-style-type: none"> <li>• Technical Expertise</li> <li>• Decision Making</li> <li>• Representing the NFU</li> <li>• Networking</li> <li>• Influence and Persuasion</li> </ul>	<p>3 – Managing 3 – Managing 3 – Managing 3 – Managing 3 – Managing</p>

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Knowledge and Expertise</b>	<ul style="list-style-type: none"> <li>▪ Degree / Diploma in Rural Estate Management</li> <li>▪ Member of RICS (MRICS)</li> <li>▪ Knowledge of compulsory purchase, valuation matters and utility legislation</li> <li>▪ Experience of agricultural and rural issues.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualified agricultural valuer (CAAV)</li> <li>▪ 3 years' experience gained in a varied professional office.</li> <li>▪ General knowledge of compulsory purchase for major infrastructure schemes</li> <li>▪ Experience of DCO applications</li> </ul>
<b>Communication and Relationship Skills</b>	<ul style="list-style-type: none"> <li>▪ High standard of verbal and written communication skills</li> <li>▪ Ability to explain technical information to non-technical audiences as well as to technical specialists</li> <li>▪ Experience of negotiation and presentation skills</li> <li>▪ Ability to influence at all levels</li> </ul>	
<b>Practical and Physical Skills</b>	<ul style="list-style-type: none"> <li>▪ Basic computer &amp; keyboard skills.</li> <li>▪ Proficient in the use of Microsoft Office (Word, Excel, Outlook etc.)</li> </ul>	
<b>Decision Making and Problem Solving</b>	<ul style="list-style-type: none"> <li>▪ Ability to work independently, as well as part of a team</li> <li>▪ Ability to prioritise and manage a busy work schedule</li> <li>▪ Calm and well organised under pressure</li> <li>▪ Ability to work flexibly</li> </ul>	
<b>Financial</b>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>	

<b>Responsibility</b>		
<b>Responsibility for Information</b>	<ul style="list-style-type: none"> <li>▪ Ensure relevant databases are kept current and up to date</li> </ul>	
<b>Supervision/ Management Responsibility</b>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>	
<b>Physical and Mental Effort</b>	<ul style="list-style-type: none"> <li>▪ Committed to providing an excellent service to NFU Officeholders, Boards, Members and Staff</li> <li>▪ Prepared to learn and develop new areas of expertise and to take on new responsibilities</li> <li>▪ Self-motivated and driven</li> <li>▪ Ability to work outside of normal office hours, travel within UK and EU as required (particularly across England and Wales on a regular basis) and frequent overnight stays.</li> </ul>	
<b>Personal Circumstances /Additional Requirements</b>	<ul style="list-style-type: none"> <li>▪ Full current driving licence (consideration will be given under the Equality Act 2010 where applicable).</li> </ul>	

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