



## **JOB DESCRIPTION**

**POST: Estates Surveyor**

**DEPARTMENT: Strategic Property**

**REPORTING TO: Corporate Manager, Strategic Property**

**RESPONSIBLE FOR:** Asset Management of Council Owned Portfolio,  
Corporate Professional Property Advice

**Grade: 6**

## **INTRODUCTION**

The Estates Surveyor is intended to have an emphasis of professional and technical expertise and skills to deliver both operationally and in support of the development of the Strategic Property team.

Individuals will be expected to take responsibility for their own continuing development, engaging in a range of activity to ensure best practice is developed and maintained in the team.

## **MAIN JOB PURPOSE:**

- To be a specialist property advisor for both Councils in terms of property asset management and professional property advice inputting expertise to existing and new strategies, plans, projects and processes.
- To facilitate joined up working across both Councils and develop skills in the team that are visible, accessible, positive, and customer focused.
- To ensure that opportunities for engagement and involvement in the service area and communities are maximised.
- To ensure that income is maximised in relevant areas in line with corporate strategic objectives and in support of wider corporate objectives.
- Manage the Councils' assets to maximise best use of the properties and ensure the Councils' achieve best value.

## **DUTIES AND RESPONSIBILITIES:**

1. Provide specialist property advice on all aspects of asset management, property use, appraisal and valuation, development and rationalisation to colleagues, corporate managers, senior leaders and councillors to assist with decision making.
2. Review surplus properties and land to assess options and make recommendations for best use or disposal (direct development, sale or renting out), taking account of the council's service need, town planning policies, and commercial opportunities, to optimise financial income (capital and/or income) or other corporate outcomes.
3. Lead and undertake negotiations with third parties, partners, consultants, contractors and other parties in relation to property transactions and projects.
4. Assist with commissioning and monitoring of general estate management functions, including (but not limited to) managing records of legal titles in property, disposals, acquisitions, valuations, letting of property, lease renewals, licences, and consents, rent reviews, condition surveys, compensation and statutory claims, insurance valuations, rating assessments and provision of property and valuation advice.
5. Assess options for achieving best consideration and Joint Council objectives in relation large and complex property developments and other property transactions prior to commissioning specialist advice/consultancy to complete negotiations, ensuring decisions are made in a timely manner and in accordance with Financial Regulations and the Councils' strategic priorities and delivery of the Strategic Asset Management Plan..
6. Liaise with internal clients to understand their property requirements, assist with general estate management issues including lease obligations and potential restrictions likely to impact on proposed property transactions and service delivery projects.
7. Work collaboratively with colleagues, other services, partners, stakeholders and professional leads to develop best practice in the management of the portfolio to meet strategic goals.
8. Prepare or contribute to the formulation of specific estates strategies, e.g. disposal of a group of low value properties, tactical plans, business cases, project briefs, processes and checklists.
9. Working with team colleagues, service directorates and external organisations, including other public sector partners, contribute to strategic and operational property review activities on behalf of both Councils.
10. Contribute to team working and development of the strategic property team as a high performing corporate property function. This means:
  - Taking responsibility for seeking clarity about roles and inter-relationships within the team and, while respecting individual roles, offering professional and technical support and development to others as required.

- Contributing to the development of shared data and work flow systems as well as developing business tools to enable the team to be more productive and flexible.
- Contributing to the preparation of case studies and lessons learnt, sharing best practice for all major projects and new challenges affecting the whole team e.g. major relocation projects where locality or strategic review initiatives might be involved.
- Keeping up to date on projects and general shared data systems to improve customer service from the team and ensure this is suitable for external or internal audit.
- Liaise with services and other stakeholders, acting as an ambassador for the team i.e. acting always as a single or first point of contact through to closure

### Additional information

- a) Does this job require a DBS check? **No**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **No**
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **No**

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

## PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

<b>REQUIREMENTS</b> The postholder must be able to demonstrate:	<b>MEASURED BY:</b> A Application form I Interview T/P Test/Presentation
<b>EDUCATION/TRAINING</b> <i>(Academic, vocational/professional and other training)</i>	
Degree level education or with comparable level of experience	A / I
Property Professional qualification to post graduate level such as Member of the Royal Institution of Chartered Surveyors (MRICS) (Or substantial experience in this field)	A / I
RICS Registered Valuer (Desirable)	A / I
<b>KNOWLEDGE &amp; EXPERIENCE</b> <i>(e.g. report writing, office experience, Microsoft office)</i>	
Three years' experience in property or asset management and related activities.	A / I
Demonstrable knowledge and experience of property valuation techniques, legal documents, contract law and town planning aspects of property management and development.	A / I
Demonstrable knowledge of general property legislation including Landlord and Tenant, Estate Management, compulsory purchase, compensation, construction technology, environmental protection, Assets of Community Value (Localism Act etc), Local Govt Act 1972etc.	A / I
Evidence of directly and effectively contributing technical and professional expertise to a significant transaction or project	A / I / T / P
A track record in continuous personal and professional development and an ability to encourage learning and development in others	A / I
Experience of effective project management incorporating multiple partners and stakeholders	I / P
Demonstrable experience of providing excellent client/customer focus.	A / I
Experience of using Microsoft Office or similar in a working environment.	A / I
Experience and knowledge of dealing with financial aspects of holding and occupying property budget management including generating income and mitigating costs	A / I

<b>SKILLS/ATTRIBUTES</b> (e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)	
Excellent and adaptive communication skills including experience of negotiating and influencing	A / I
Sound professional advice and make reasoned recommendations	A / I
Managing external consultants and advisors, liaising with our shared legal services team.	
Overt commitment to openness, inclusiveness and integrity evidenced in a range of working environments where highly effective working relationships have been built with Members, colleagues, partners and stakeholders	A / I
Politically and commercially astute, with demonstrable experience of working with elected Members and/or multiple stakeholders in a range of local government environments	A / I
Tenacious and resourceful: can challenge with confidence; understands and can work with ambiguity	A/I
Ability in and experience of driving performance and achieving strategic outcomes	A/I
Organisational skills, ability to multitask and manage time effectively to achieve commercial and time sensitive outcomes.	A / I
Read, analyse and interpret complex documents, plans, rules & regulations.	
Ability to take responsibility for and be accountable for the outcome of tasks/work, work unsupervised and taking the initiative.	A / I
Maintain a high level of literacy and numeracy in order to prepare clear, concise and effective reports and manage project budgets.	
Ability to support change and transitions within the working environment and work in an 'agile' fashion responding to changing needs and being flexible in your approach to finding solutions and approaching work project environment.	A / I
Expertise of financial processes and budget management.	A / I
Working knowledge of Microsoft Office suite.	

<b>BEHAVIOURS</b>	
Behaviours will be tested at interview against the Council's values (further detail below)	
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP
<b>EQUALITY AND DIVERSITY</b>	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I



# Our Values

...we believe in



**OUR PEOPLE**



**OUR CUSTOMERS**



**BEING OPEN and HONEST**



**TAKING OWNERSHIP**



**BEING AMBITIOUS**

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.

