

# **JOB DESCRIPTION**

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| **POST NUMBER:** | DR306 | **GRADE:** | H |  **JE REF:**  | A2200 |
| **DATE REVISED:** | August 2019 | **POLITICALLY RESTRICTED:** | No |
| **POST TITLE:** | Estates Surveyor |
| **DEPARTMENT:** | Economic Prosperity | **SECTION:** | Corporate Property Team |
| **POST HOLDER:** | Vacant |
| **EMPLOYMENT STATUS:** | Permanent | **END DATE** (if applicable)**:** | N/A |
| **CAR ALLOWANCE:** | Essential (subject to 2000 mile rule) | **DBS CERTIFICATE:** | No |
| **PROFESSIONAL FEE:** | One per annum | **HOURS OF WORK:** | 37 hours per week |
| **REPORTS TO:** | Principal Estates Surveyor |
| 1. **Job Purpose**

As Estates Surveyor, the postholder is responsible for assisting the Corporate Asset Manager and the Principal Estates Surveyor with the effective management of the Council’s Corporate Property Management, Valuation and Estates Management functions.1. **Job dimension**

In relation to the Council’s portfolio of corporate buildings, structures and sites the main job dimensions are to:-* To assist the Principal Estates Surveyor in providing advice and support on all Asset Management, Valuation and Estates Management matters;
* To perform in a professional manner those functions that may be delegated by the Principal Estates Surveyor and/or the Corporate Asset Manager within the specified guidelines;
* To assist with the provision of the overall functions of the Corporate Property Team in order to provide a service most appropriate to meet the needs of the Council in an effective and professional manner.
* To assist in the development and review of the Asset Management Strategy and Plan.
1. **Organisational Structure**

The Estates Surveyor reports to the Principal Estates Surveyor and the Corporate Asset Manager.1. **Key Responsibilities**

To assist the Principal Estates Surveyor in dealing with all aspects of Council owned land and property relating to:-* the sale or letting;
* the acquisition or disposal;
* the valuation thereof;
* any other aspects of Estate Management relevant to the work of the Corporate Property Team.

To contribute in a professional manner to the effective and efficient management of the Council’s land and property to ensure performance targets for Capital and Revenue returns are achieved. To advise Members and Officers of the Council on Asset Management, Valuation and Estate Management matters assisting in the preparation of reports and inputting at Officer Forums as requested.To represent the Council in negotiations/discussions with the Service’s customers, including developers and the public within the context of the approved policies and plans of the Council. To implement the decisions of the Council in conjunction and liaison with other Officers of the Council as may be appropriate. To represent the Council in formal and informal interfaces with Central Government, other Local Authorities, statutory bodies, private and public agencies. Such formal interfaces may include legal proceedings and public inquiries. Informal arrangements will include meetings with the service’s customers, either individually, in groups, or in public meetings. To participate in multi-disciplinary teams as may be required to achieve the Council’s Corporate objectives including assisting the Principal Estates Surveyor in the preparation and development of the Asset Management Plan.To assist with the overall delivery of the work of the Corporate Property Team to enable the service to be delivered in the most effective and efficient manner and in accordance with the Council’s Standing Orders, Financial Regulations, human resources, training and health and safety policies. To participate in the formulation and implementation of plans to ensure the continued improvement of the Corporate Property Team function including assisting with the undertaking of reviews of existing service standards, the development of new service standards and the business plan including assisting with the ongoing review of the appropriateness of procedures and policies within the section.To assist with the preparation of reports, compilation of statistics and the monitoring and management of a range of budgets.To assist in monitoring and maintaining accurate records in respect of the work of the Corporate Property Team through the maintenance of filing and computer systems including the updating of spreadsheets and the inputting of information onto the integrated property and asset management database.To receive and acknowledge requests from service customers and to liaise with the appropriate section to ensure that action is taken in respect of the service request.To work collaboratively with colleagues including those from other Directorates.To deputise for the Principal Estates Surveyor as required. To undertake other duties that may be specified from time to time by the Principal Estates Surveyor and the Corporate Asset Manager.NoteThe postholder may be required, on occasion, to work outside of normal office hours for example to attend public meetings during the evening or at the weekend.1. **Decision Making**

The postholder will be expected to plan and undertake their own work within the context of set policies and procedures of the Council. Within broad guidelines, the postholder will work under the supervision of the Principal Estates Surveyor and the Corporate Asset Manager. The postholder will also need to bring professional judgement and legal interpretation of the relevant acts as they apply to the Asset Management, Valuation and Estates Management functions of the Council.Whilst the Council will make the ultimate decision, the postholder will need to present and evaluate a range of alternatives for consideration and, where appropriate, make recommendations on relevant actions.1. **Complexity/Problem Solving**

In undertaking set tasks, the postholder will be expected to work independently with the minimum supervision, switching between activities and tasks and present information and advice at short notice.The postholder will be expected to work collaboratively with other Directorates.Whilst the issues with which the postholder will be dealing may be complex and involved, generally the principles of available solutions will be found from within set procedures and policies.Sometimes the postholder will be required to make decisions on valuation and estate management matters where existing procedures and policies do not exist. On these occasions the postholder will be required to exercise professional judgement and provide technical advice using their own technical expertise.1. **Impact on End Results**

The postholder will occupy a key position within the section and will have a direct influence on the service provided by the Corporate Property Team and the achievement of Corporate objectives.An error of judgement may affect a number of directorates within the Council and could severely inconvenience colleagues, individuals and local businesses, potentially damaging the professional reputation of the Council.1. **Knowledge and Skills**

The postholder will be educated to degree level in a Property or Estates Management subject.The postholder will ideally be professionally qualified as a Member of the Royal Institution of Chartered Surveyors (RICS) or be working towards such professional qualification.The postholder should ideally have post qualification experience in dealing with landlord and tenant matters, land and property valuation sales and acquisitions which would usually but not necessarily be attained after 3 years post qualification experience. Ideally this experience should be in local government or a similar politically led environment.To fulfil the post and the Council’s objectives, a knowledge of Property Management and Valuation will be required, together with a knowledge of other relevant policies and procedures, e.g. planning, economic development.The postholder will be expected, to work with the minimum of supervision.The postholder will be able to demonstrate and be willing to undertake Continued Professional Development relevant to the role.The postholder shall have sufficient ICT skills to competently use Microsoft Office Packages.The postholder shall have experience of using Geographic Information Systems (MapInfo) or would be willing to undertake necessary training. The postholder shall have sufficient literacy skills to write suitable business emails, letters, documents and complex reports to tenants, leaseholders, Council Members and external organisations.The postholder shall have sufficient numeracy skills to deal with budgetary requirements, undertake property valuations, calculate lease renewals and prepare service charge statements.1. **Communication and Contacts**

The postholder will meet regularly with the Principal Estates Surveyor to advise, discuss and consult on work requirements, objectives, priorities and deadlines.The postholder will be involved within the Council (Members and Officers) and with external agencies, leaseholders, tenants and the general public. The postholder will be required to report verbally and in writing to the Principal Estates Surveyor and the Corporate Asset Manager and will also be required to prepare formal reports which are likely to be on complex and important matters and may need to be presented orally and in writing.A key feature of the post will be to give specialist advice which requires a high level of knowledge. This advice may be required to be given to internal colleagues, members, the general public, other local authorities, Central Government and other external organisations/agencies as required.  |

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| 1. **General Principles**

Training and DevelopmentEach employee has a responsibility to develop the skills, knowledge and ability required to meet the challenges of their own job and the objectives in their Service Area’s Business Plan.Supervisors, especially, are charged with the responsibility for holding development discussions with employees, either individually or in groups, to ensure compliance with the Council’s Personal Development Review Process.Equal OpportunitiesThe Council is committed to ensuring equality of opportunity and to the principle that employees should be entitled to work free from intimidation or harassment.All employees have a responsibility not only for their own behaviour but for the behaviour of others regarding equality of opportunity. Any act of discrimination must be avoided and any incidents reported accordingly.Safeguarding Children The Council is committed to promoting a culture which safeguards children in line with The Children Act 2004. Employees are expected to carry out their role and responsibilities with due regard to the welfare of children at all times. The Council is committed to ensuring that all employees are supported in respect to their safeguarding children duties.Health and SafetyThe Council recognises its responsibility as an employer to provide a safe and healthy working environment for all employees and accepts the obligations imposed by the Health and Safety at Work etc. Act 1974 and subordinate legislation.Employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions and to comply with the Council’s health and safety policies or procedures.**The duties of the post may be varied by the deletion of any of the tasks specified or by the addition of associated work.** |
| **The Job Description has been agreed by:-** |
| **Job Holder:**  | **Date:** |
| **Manager:** | **Date:** |