

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Principal Estates Surveyor |
| HBC Grade: | HBC9 |
| Service: | Development and Investment Services |
| Division: | Development and Investment Services |

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| **Main Purpose of the Role** |
| To support the Asset and Valuation Manager in the provision of professional advice on valuation, estate management matters and provision of a broad range of property related advice and support to the Council.  To manage the income and investment generating assets and wider estate ensuring compliance with relevant legislation and standards and generally managing the landlord and tenant relationship.  Deputise for the Asset and Valuation Manager on matters relating to the provision of the service |

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| Key Duties | |
| 1 | To contribute to the management of the Councils Operational and non-operational estates of the Council’s property portfolio working with client departments to securing suitable accommodation for their service needs and to the development of Council property strategies to ensure the effective and efficient management of the Council’s property interests. |
| 2 | To undertake the day to day management the Councils portfolio of property interests including lease renewals, rent reviews, licences, easements, compliance with covenants, management of service charges, assisting with developing the portfolio. |
| 3 | To monitor the income generated from the Council’s commercial and investment portfolio and work with Finance officers to manage the recovery of rent and service charge payments. |
| 4 | Prepare clear and concise reports for submission to Management Team, Executive Board and Policy and Performance Boards. |
| 5 | To monitor and supervise surveying staff engaged in the management of the Council’s property assets and interests. |
| 6 | To work in conjunction with the Database Manager to ensure the property record system and asset register are accurate and up-to-date |
| 7 | Provide advice on non-domestic rating matters for the Council’s property interests and supervise the external consultants handling appeals |
| 8 | Consult and liaise with elected Members, partner organisations, stakeholders and the public in connection with the service. |
| 9 | Assist with the procurement of external consultants in accordance with legislation and the Council’s policies including preparation of briefs. |
| 10 | Supervise and manage consultants undertaking contracted property services on behalf of the Council |
| 11 | To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| **Member of the Royal Institution of Chartered Surveyors** |  | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Working as part of multi-disciplinary teams | Project management methodology and processes | Politically astute, with high levels of self-awareness | Application / Interview /Assessment |
| Supervising the work of others including coaching and mentoring | Procurement procedures | Manage and organise own work and that of others | Application / Interview /Assessment |
| Work collaboratively with colleagues businesses, and organisational leaders within prescribed governance frameworks | Compliance with best value principles and s123 Local Government Act 1972 | Highly developed teamwork skills, with the ability to work as a partner, developing collaborative solutions to meet business need | Application / Interview /Assessment |
| Experience of negotiating rent reviews, lease renewals, new leases to comply with landlord and tenant legislation and managing the general landlord and tenant relationship | Compliance with planning legislation | Able to coach and mentor colleagues and staff | Application / Interview /Assessment |
| Practical experience of property management ,monitoring rental income and rent arrears | Rating legislation applying to National Non Domestic Rates | Ability to build effective relationships negotiating and influencing as required | Application / Interview /Assessment |
|  | Landlord and tenant legislation and land law | Highly developed interpersonal skills with ability to articulate complex information | Application / Interview /Assessment |
|  |  | RICS guidance on management of commercial properties including service charge management | Ability to produce clear, concise reports and management information (formal and informal) | Application / Interview /Assessment |
|  |  |  | Use of estate management software packages | Application / Interview /Assessment |
| **DESIRABLE** |  |  |  | Application / Interview /Assessment |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| *The role will involve regular travel across the borough and sometimes further afield. Therefore, the post holder must have a driving licence and access to a vehicle. Where necessary, reasonable adjustments will be made in accordance with the Equality Act.* |  | Interview / Assessment / Documentation |
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|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.