

## Job Details

Job Title:	<b>SENIOR ESTATES SURVEYOR</b>
Post Number:	POST000373
Directorate:	Environmental and Community Services
Section:	Property & Leisure Services
Post Grade:	Tier: 4, Grade: H
Responsible to:	Head of Property & Leisure Services
Responsible for:	Estates Services

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## Job Purpose

- To lead a small team responsible for the strategic management of the Borough Council's land and property portfolio. This role is crucial for optimising the value, compliance, and operational efficiency of the council's assets, overseeing the development and execution of the council's Property Asset Management Plan, ensuring alignment with organisational goals and compliance with relevant standards and regulations.
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## Main Responsibilities

- **Strategic Asset Management:** Provide expert advice on estate and asset management for the Council, ensuring effective oversight of land and property holdings. Regularly review the portfolio to support the development and delivery of the Council's Property Asset Management Plan.
- **Capital Asset Valuations:** Oversee capital asset valuations for the council's properties, ensuring compliance with RICS (Royal Institution of Chartered Surveyors) standards. Prepare and present valuation reports as required and maintain the accuracy of the council's asset register.
- **Portfolio Condition Management:** Monitor and maintain the condition of the council's property portfolio. Liaise with Property Officers and Engineering Officers to ensure repair and maintenance work meets council standards and stays within budget.
- **Property Negotiations and Transactions:** Manage negotiations for the acquisition, sale, leasing or temporary use of council-owned land and buildings. Ensure that all transactions

comply with regulatory requirements, including health and safety standards and tenant obligations.

- **Asset Planning and Disposals:** Support the Asset Management planning process, including performance monitoring, marketing, and disposal of vacant land and property as needed.
  - **Estate Management:** Oversee day-to-day estate management for the council's property portfolio, addressing issues such as encroachments, boundary disputes, and land ownership concerns.
  - **Asset Management System:** Manage the administration of the council's Asset Management System Software (ELF) and support the integration and maintenance of corporate land and property data.
  - **Workload Planning and Programme Management:** Establish and manage work schedules for the team, ensuring timely completion of rent reviews, lease renewals, and other key activities related to property lettings and asset management.
  - **Effective line management of the Estates Team:** To involve clear communication, efficient use of resources, with an emphasis on staff development to enhance skills, support career progression, and maintain high standards in estates and assets management.
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## **Decision making**

- Make operational decisions under the direction of the Head of Property and Leisure Services relating to service provision to meet service and Council aims.
  - Making recommendations on all expenditure to be incurred and procurement relating to Estates services.
  - Determine the most appropriate course of action in the marketing of all available land and property.
  - Determine the strategic direction for the delivery of the service in consultation with the Head of Property and Leisure Services.
  - Determine contractual commitments relating to estates and assets.
  - Valuation of land/property based on comparable market evidence.
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## **Financial Responsibilities**

- Monitoring expenditure and managing budgets ensuring best value for money in respect of the Estates Team budget.
- Manage and sign off the valuation of commercial rental property and property disposals.
- In compliance with the council's Finance Regulations and Contract Procedure rules procure services or contractors for the efficient and effective operation of the Estates Service

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## **Key Contacts / Relationships**

- Liaise with internal/external clients, tenants, contractors, members of the public, councillors.
  - Senior Management, Corporate Management Team
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## **STANDARD CLAUSES**

### **Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

### **Equality and Diversity**

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

### **Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

### **Performance Management**

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

### **Confidentiality**

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

## **Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

## **Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

## **Safeguarding Children and Vulnerable Adults**

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

## **Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by:**           **Head of Property and Leisure Services**

**Date:**                   **1 October 2024**

**Version:**             **1.0**

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## **Declaration**

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

# PERSON SPECIFICATION

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Post Number: POST000373

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## EXPERIENCE

### Essential Criteria

- Demonstrable experience in estate and asset management, preferably within a public sector or council setting. A,I,T
- Strong knowledge of UK property legislation and RICS standards. A,I,D,T
- Good working knowledge of all relevant legislation, statutory guidance and professional standards including the Landlord and Tenant Act 1954. A,I,D,T
- Proven leadership experience, with the ability to manage and develop a team and coordinate workloads. A,I,T
- Relevant experience of property and asset management. A,I,D,T

### Desirable Criteria

- Experience of working in local government. A,I

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## QUALIFICATIONS

### Essential Criteria

- A RICS accredited degree or diploma in Estate Management. A,I,D
- Chartered Membership of the Royal Institution of Chartered Surveyors. A,D

### Desirable Criteria

- A RICS Registered Valuer. A,D

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## SKILLS & KNOWLEDGE

### Essential Criteria

- Excellent communication, negotiation, and stakeholder management skills. A,I,T
- Relevant post qualification experience of property and asset management. A,I,T
- Experience of undertaking commercial property and land valuations, and negotiations. A,I,T
- Proficiency in using asset management systems and property management software. A,I
- Strong IT skills – ability to use, or be willing to learn to use, the latest technology, systems and applications. A,I,T

- Skilled in influencing, persuading, and negotiating, with the ability to handle challenging situations calmly and effectively. A,I,T
- Experience of Geographical Information Systems (GIS). A,I,T
- Demonstrable working knowledge of health and safety legislation. A,I,T
- Able to effectively manage a demanding workload and deal with conflicting priorities. A,I,T

### **Desirable Criteria**

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## **OTHER REQUIREMENTS**

### **Essential Criteria**

- May be required to deputize for the head of service and/or other senior manager within the service area. A,I
- Full driving licence. A,D
- May be required to work outside office hours occasionally. A,I

### **Desirable Criteria**

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## **ASSESSMENT KEY:**

A Application | I Interview | T Test | D Documentation

**Version: 1.0 – 1 October 2024**