

JOB DESCRIPTION

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| Post Title: Senior Estates Surveyor |
| Service: Property Services |
| Grade: PO1B |
| Location: City Hall, Lincoln | Revised: June 2025 |
| Responsible to: Strategic Property Services Manager. |
| Responsible for: No managerial responsibility at present, but there is provision for the post to manage up to two staff. |
| Organisational Chart: (Subject to review) |
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| Key Functional Links with:Internal: Management line; colleagues in Property Services, Legal and Financial Services and other Council directorates, working groups and meetings. |
| External: Individuals and businesses and their agents and contractors; property and related professionals; government and quasi agencies; partner organisations; funding bodies; charitable and community interests. |
| Main Duties and Responsibilities: 1. Within the sphere of a Chartered Surveyor general practitioner, to;
* provide asset management advice and prepare reports
* undertake property management and lease work (mainly commercial) to protect the council’s interests, uphold compliances and maintain income
* negotiate and undertake property transactions and dealings
* assist the Strategic Property Services Manager in the development and implementation of Asset Management Strategy and associated policies and plans
1. As a Registered Valuer to undertake valuations for various purposes including feasibility studies and appraisals.
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| Corporate Management Framework:1. **To ensure the effective management of all relevant resources (i.e. people, finance and assets:-**
2. To develop and lead effective team working, which results in self managing teams with a sense of collective responsibility and purpose and which provide mutual support and learning both within and across teams.
3. To advise Service Manager about future service needs to ensure that all resources are adequately planned for and managed.
4. To contribute to the development of team plans and ensure that staff performance appraisals are carried out.
5. Regularly review and monitor any delegated budget responsibilities to ensure that budget allocations are being used effectively and efficiently.
6. To act as a role model by continuously developing own skills and knowledge in accordance with the Council’s development framework and any professional requirements.
7. **To support the Service Manager in delivering change:-**
8. To support the delivery of the Council’s ‘Main Aims’ and to promote its ‘Core Values’.
9. To continually review operational service delivery to meet changing needs and demands and implement any necessary changes, involving staff individually and in teams and encouraging and developing employees to operate flexibly to meet such changes.
10. To actively promote learning, innovation and change in a ‘can-do’ environment, recognising and rewarding contributions and addressing development needs at team and individual level.

**3. To work effectively with others:-**1. To develop and sustain effective working relationships with all internal and external stakeholders and contacts.
2. To work in a collaborative and supportive way with peers to tackle cross cutting issues as directed by the Department Management Team.

4. To ensure the effective management of performance including:-1. To contribute to the implementation of the Council’s performance management framework.
2. To proactively manage absenteeism firmly but fairly to ensure that absence reduction targets are achieved.
3. To manage health and safety and to ensure that all employees are aware of and comply with health and safety requirements.
4. To ensure appropriate arrangements for the management of risk and the promotion of a ‘no blame’ culture.

5. To contribute to the corporate focus:- 1. To ensure the effective implementation of corporate policies and procedures for example, HR and financial policies.
2. To contribute to effective internal and external communications.
3. To abide by and promote the Council's Equality, Diversity and Human Rights Policy and Strategic Equality Objectives.
4. To abide by the Information Management and IT security policies and safeguard the data owned by the City Council.

**6. To create value for customers:-**1. To promote and monitor customer care standards and ensure that these are communicated and understood at all levels.
2. To identify, monitor and review customer needs and demands through regular feedback from customers and frontline staff.
3. To liaise with others across the organisation and externally to meet customer needs and demands.
4. To support the implementation of the Authority’s ‘Access to Services’ vision.
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| Service Specific Activities:**1. Safeguarding:-*** To demonstrate commitment and support for safeguarding the welfare of children, young people and adults at risk.

  1. To undertake such other duties as reasonably required within this post, department or section:-
* Under the general direction of the management line and commensurate with the standards, core values and professionalism expected of a Chartered Surveyor and RICS Registered Valuer, to undertake duties from the following:

Management* To allocate and manage the workload of direct reports

Advising and reporting* To provide advice relating to property matters and valuation
* To prepare and submit evidence and representations, if required, for property portfolio management matters
* To collaborate with others at meetings, working groups and other forums, as required.
* To negotiate, produce heads of terms and raise instructions and plans, particularly to Legal Services, on the terms proposed/agreed arising from lease management work, property transactions and dealings and other matters, and to remain engaged to assist with concluding formalities.

Property management* To manage and be the nominated Responsible Officer for a multitude of properties within the commercial portfolio and non-operational estate, including whilst vacant. And, to undertake periodic inspections and act/report to remedy any unsafe conditions, disrepairs and other issues found.
* To engage in promoting, negotiating and securing lettings and use of mainly commercial property by way of lease, occupational licence, management agreements or concessions, and to oversee and manage those arrangements to protect the Council’s interests and uphold expected compliances and incomes as per agreement terms.
* In particular, to seek to optimise occupancy levels and rental incomes.
* And, to deal with matters inherent/typically arising from lease work, including;
* Preparing particulars, marketing and conducting viewings
* Rent assessment and negotiation
* Agreeing terms and raising instructions for completion of formalities
* Lease renewal and rent review work
* To update management systems and schedules of lettings and rents
* To raise instructions for accurate and timely rent invoicing
* Managing service charge arrangements
* Managing insurance arrangements
* Consents for assignments and sub-lettings
* Consents for change of use, alterations and lease variations
* Periodic inspections to note compliances per lease terms
* Enforcement of lease terms and rent arrears management
* Termination/surrender/lease expiry procedures including dilapidations

Undertaking property transactions and dealingsTo implement decisions, negotiate terms and undertake necessary processes and procedures for; * Acquiring and disposing of freeholds, leaseholds and other interests whether by private treaty, auction, tender or compulsory purchase, including preparing marketing particulars and strategies as required.
* Entering into development arrangements and securing options or conditional contracts for purchases or sales as the context requires.

 * Acquiring or granting licences, easements, wayleaves, telecom code and other concessions and rights in, on or over property.
* Dealings in relation to rights, restrictions and reservations affecting property including restrictive covenants, clawbacks, overage etc.
* Highlighting opportunities in pursuance of investment, corporate and strategic objectives.

Valuation* To undertake capital and rental valuations of property interests and rights in respect of various purposes, including as arising from property management and lease work and undertaking property transactions and dealings.
* To undertake valuations for specific requirements including for insurance purposes, budget setting/planning, external funding applications, and potentially for right to buy purposes.
* In particular, to undertake rolling programme asset valuations (MV, EUV and EUV-DRC bases), material change reviews and valuation adjustment exercises across a diverse portfolio of operational and non-operational properties to assist with maintaining material accuracy of entries in the asset register in support of accounting and financial reporting requirements.
* To carry out valuation-based feasibilities and appraisals and advise on corporate and service-specific property projects, schemes and themes.

Asset management* To contribute towards the preparation and implementation of Asset Management Strategy and related policies and plans.
* To manage and supervise the formation and implementation of digitised property information systems.
* To assist with the setting, achieving and recording of property performance measures.
* To undertake property reviews and appraise options for optimising, re-purposing or rationalising property assets having regard to their suitability.
* To participate in working groups alongside partners.

Project work* To collaborate with others and provide property advice and valuation related input as part of corporate projects.
* To provide property advice and valuation related input to Council directorates on service-specific projects, schemes and themes including any related sales, purchases, leases and/or proposed new developments.

General* To contribute individually and collectively to the achievement of Property Services objectives, team plans, performance measures etc.
* To assist in maintaining property records and systems and be complicit with periodic audit and quality assurance processes and lines of enquiry.
* To set a good example of professional standards and provide mentor support and guidance to non-qualified and trainee staff.
* Potentially, to act as an intelligent client in procuring specialist property and valuation services from external sources.
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| This is a description of the job, as it is constitutes at the date below. It is the practice of this Authority periodically to examine the job description and to update it to ensure that it relates to the job as then being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted in consultation with the post holder who is expected to participate fully in such discussions. It is the Authority’s aim to reach agreement to reasonable changes, but if agreement is not possible, the Council reserves the right to insist on changes to the job description after consultation with the post holder. |
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| **Signed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Post Holder** |



**PERSON SPECIFICATION**

**ROLE: Senior Estates Surveyor**

**(Essential criteria - all these requirements must be met/demonstrated by candidates)**

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| Essential | Assessed by AIT | Desirable  | Assessed by AIT |
| The potential to meet the elements of the Corporate Management Framework, as described in the job description | I |   |  |
| **Service Specific Requirements** |
| **1. Supervision & Management of People** |
| Essential | Assessed by AIT | Desirable | Assessed by AIT |
| Experience of managing/supervising workload of direct reports | A/I |  |  |
| **2. Creativity & Innovation** |
| Essential | Assessed by AIT | Desirable | Assessed by AIT |
| Ability to create clear reports, including valuation and Committee reports, and to communicate advice and recommendations at various settings/levels. | A/I |  |  |
| Ability to consider and advocate options for optimising, re-purposing and rationalising the use of property assets. | I |  |  |
| Ability to undertake and give inputs to valuation-based appraisals of property projects, schemes and proposals. | I |  |  |
| Ability to be creative and persuasive in finding solutions, reaching compromise, negotiating terms and settling disagreements. | I |  |  |
| Ability to analyse/interpret valuation evidence and to devise valuation formats using both objective inputs and subjective professional judgements within broad parameters. | I |  |  |
| Ability to create property particulars and manage marketing strategies for sale and lettings of property.  | I |  |  |
| **3. Contacts & Relationships** |
| Essential | Assessed by AIT | Desirable | Assessed by AIT |
| Ability to deal with property matters both individually and collaboratively as part of a team/working group. | I |  |  |
| Ability to communicate and deal effectively and at all levels both internally and externally with individuals, businesses and agencies.  | I |  |  |
| Ability to form and maintain good working relations at all levels. | I |  |  |
| **4. Decisions: Discretion & Consequences** |
| Essential | Assessed by AIT | Desirable | Assessed by AIT |
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| **5. Resources** |
| Essential | Assessed by AIT | Desirable | Assessed by AIT |
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| **6. Work Environment: Work Demands, Physical Demands, Working Conditions & Work Context.** |
| Essential | Assessed by AIT | Desirable | Assessed by AIT |
| Resilient to working under pressure to meet objectives and competing deadlines. | I |  |  |
| Full driving licence/ ability to transport oneself around the city. | A/I |  |  |
| Flexibility required to occasionally work outside of normal hours, if required. | I |  |  |
| **7. Knowledge & Skills** |
| Essential | Assessed by AIT | Desirable | Assessed by AIT |
| MRICS membership of the Royal Institution of Chartered Surveyors with relevant general practice experience. | A |  |  |
| RICS Registered Valuer, or appropriately qualified and eligible and willing to register | A/I |  |  |
| Knowledge and experience of a broad range of valuation bases and methodologies for various properties and purposes including asset valuations.  | A/I | Knowledge and experience of asset categorisations and valuations in a Local Government context including MV, EUV and EUV-DRC bases. | A/I |
| Knowledge and experience of a broad range of property transactions and dealings including sales and purchases.  | A/I/T | Knowledge and experience within Local Government context, and from both buyer and seller perspectives. | A/I |
| Knowledge and experience of commercial lettings and lease management including L&T Act (1954) procedures, lease renewals and rent reviews. | A/I | Knowledge and experience within Local Government context and from both landlord and tenant perspectives. | A/I |
| Current awareness of property/lettings market factors and values. | A/I | Local awareness within the Lincoln/shire area. | A |
| Knowledge of legal provisions and context relating to property transactions and dealings, commercial lettings and landlord and tenant relations. | A/I |  |  |
| Good working use of email, intranet, internet, usual Microsoft package esp. Word and Excel and electronic property and tenancy systems.  | A/I |  |  |
| **8.Equalities** |
| Essential | Assessed by AIT | Desirable | Assessed by AIT |
| Ability to demonstrate commitment to and understanding of the Council’s Equal Opportunities Policy | I |  |  |
| An appreciation of Equalities legislation as it applies to the accessibility and use of property. | I |  |  |