 **Role Profile**

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| **Job Title**  | Senior Estates Surveyor |
| **Team** | Property, Estates, and Facilities | **Grade** | Scale 11 |

**Overall job purpose:**

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| In consultation with the Property, Estates, and Facilities Manager to provide expert professional advice on the Council’s operational and investments land and property portfolio to include management of valuations, property management, landlord and tenant matters, acquisition, disposal and asset management issues to meet corporate priorities, values and the objectives of the Property, Estates & Facilities Section. |

**Key areas of focus:**

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| 1. | To carry out without supervision the negotiation and agreement of heads of terms, for the acquisition of land and/or property within budget and market value. |
| 2. | To carry out without supervision the negotiation and agreement of heads of terms, for the disposal of land and/or property in respect of specified Council assets.  |
| 3. | To supervise the day to day management and negotiate the heads of terms and settlement of professional matters in respect of the Council’s property portfolio in accordance with Landlord and Tenant legislation and good estate management practice when dealing with:-* The granting of new leases
* The granting of new licences
* Lease renewal
* Negotiating and agreeing rent at review
* Rent arrears and debt recovery
* Ensuring and enforcing tenant compliance with statutory obligations and lease covenants
* Property inspections and arranging for repairs to be carried out
* Landlord consent for alienation, alterations, change of user and signage, licences to assign.
* Managing interim dilapidations and dilapidations at end of tenancy
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| 4. | To calculate, co-ordinate and oversee Service Charge / utility accounts for tenants in accordance with lease terms. |
| 5. | To lead on the setting up and management of the Council’ computerised asset management database to ensure all relevant property details are held at all times.  |
| 6. | In consultation with the Property, Estates, and Facilities Manager to provide professional valuation advice in connection with the Council’s retained portfolio. |
| 7. | To assist the Property, Estates, and Facilities Manager in the client role with the day to day and on-going management of the Council’s corporate asset valuation contract.  |
| 8. | Negotiate and agree terms where necessary for licences, wayleaves and easements in respect of the Council’s land holdings and investigate and resolve encroachments on Council land. Including full instruction of legal services to produce relevant documentation. |
| 9. | To carry out without supervision the preparation of valuations (and where appropriate advise with recommendations) to the Property, Estates, and Facilities Manager in respect of specified Council owned land and property, when dealing with;* Open market valuations for acquisition and / or disposal.
* Appropriations.
* Fire insurance valuations.
* Open market rent when granting a new lease, lease renewal and/or rent reviews.
* Redevelopment / development residuals (commercial and residential).
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| 10. | To assist and recommend revisions to the Council’s Property Investment Strategy. |
| 11. | Examine leases and title documents and be able to interpret them to provide advice where appropriate to other departments within the Council as well as enquiries from leaseholders etc.  |
| 12. | To maintain a professional and commercial attitude to the use of land and property in the Authorities control and to assist with the implementation of the Council’s policies for the stimulation of appropriate industrial / commercial development in the District.  |
| 13. | Prepare timely instructions to both internal and external Legal Services and deal with enquiries from both internal and external solicitors in relation to any and all property & land matters arising under those instructions.  |
| 14. | Draft briefing notes and reports for Committee and if required present them at meetings.  |
| 15. | Personally keep up to date with professional trends, legislation and relevant local information.  |
| 16. | Deputise for the Property, Estates and Facilities Manager in their absence as required.  |
| 17. | Provide proofs of evidence and attendance at Court, Tribunal and Inquiry hearings as expert witness, if and when required. |
| 18. | Assist in ensuring that the activities and performance of the Property & Estates section contribute to the aims and objectives of the Place Directorate and property service and in doing so ensure the Council's Corporate Priorities are achieved and maintained.  |
| 19. | To contribute to the activities of and to support the development of the Property, Estates and facilities section.  |
| 20. | Procurement of specialist consultants and contractors both in surveying and specialist property related disciplines where needed.  |
| 21. | Respond to Freedom of Information and other similar requests / complaints in accordance with the Council's Complaints Procedure and the Local Government Ombudsman referrals that relate to General Fund property matters.  |
| 22. | To deal with enquiries from the public or their representative on Property, Estate and Facility matters. |
| 23. | To build and maintain effective working relationships with all client departments, discuss their requirements and resolve any issues arising efficiently and effectively.  |
| 24. | Work closely with the Property, Estates & Facilities Manager regarding all aspects of the duties and responsibilities as outlined in this job description.  |
| 25. | To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.  |
| 26. | To co-operate with the Council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post. |
| 27. | To maintain confidentiality and observe data protection and associated guidelines and regulations where appropriate  |
| 28. | Avoid any action that may cast Arun District Council and/or its activities into disrepute. |
| 29. | Undertake any other duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post. |
| 30. | Such other duties as may be specified by the Property, Estates, and Facilities Manager. |
| 31. | Any other duties that are appropriate with this post. |

**Role Requirements**

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to access if they meet the criteria for the role.

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| **Criteria** | **Essential** | **Desirable** |
| **Professional Qualifications**  |
| A good level of secondary education across a broad base | Yes |  |
| Related Professional Surveying / Estate Management Qualification | Yes |  |
| At least 5 years experience of asset management practice at senior level | Yes |  |
| Good level of literacy and numeracy | Yes |  |
| A level standard |  | Yes |
| Relevant Degree |  | Yes |
| Professional qualification Chartered status (RICS) |  | Yes |
| Membership of ACES |  | Yes |
| Qualified Property Valuer |  | Yes |
| **Experience** |
| General Estate Management experience | Yes |  |
| Local Government experience |  | Yes |
| Experience of operating at a Senior level within the Estate Management field |  | Yes |
| Experience of Commercial Property Management |  | Yes |
| Organisation development experience. |  | Yes |
| **Knowledge** |
| Understanding of the context of Estates & Valuation work | Yes |  |
| **Competencies** |
| Good report writing ability | Yes |  |
| Strong verbal and written communication skills | Yes |  |
| Skilled negotiator | Yes |  |
| Analytical Ability and Strategic Awareness | Yes |  |
| Demonstrable motivational skills | Yes |  |
| Commercial awareness | Yes |  |
| IT Competent | Yes |  |
| Highly motivated, setting high personal and professional standards | Yes |  |
| Results orientated with the commitment to achieve deadlines and continual service improvement | Yes |  |
| Creative with the ability to contribute new ideas |  | Yes |
| **Health and Safety**  |
|  | Yes | No |
| Does this role require a **Basic/Enhanced** DBS check? |  | No |
| Will the post holder be required to take card payments via MOTO. (If yes – needs basic DBS). |  | No |
| Is this a Political restricted post? |  | No |
| Does this role require any out of hours/ weekend/ evening/ rota work?   |  | No |
| Does this role require a driver’s license and access to a vehicle? | Yes |  |
| Does this role attract an essential car user allowance? |  | No |
| Does this role attract a market supplement? |  | No |
| Does this role require a uniform? |  | No |