

Post Title: Estates Surveyor

Post Hours: 37 hours per week

Grade: SO2

Responsible to: Estates & Asset Management Leader

Main contact associated with principal duties:

- Elected Members, Directors and Senior Staff of Pendle Borough Council.
 - Staff in the Council's service areas.
 - Joint venture company and delivery partners.
 - Community, Voluntary and Faith Groups.
 - Pendle Leisure Trust.
 - Colleagues in other councils.
 - External Suppliers of goods and services.
 - Purchasers and vendors of land.
 - Council Tenants.
 - Members of the public and the Courts
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Job Purpose:

- To provide a professional valuation and surveying service for the Council.
 - To manage Council owned land and property, including industrial estates, shops, offices and industrial premises in order to meet revenue targets.
 - To dispose of Council owned land and property to meet capital targets.
 - To acquire land and properties to achieve the Council's objectives.
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Main duties and responsibilities:

1. To advise and support the Estates and Asset Management Leader and Elected Members on the extensive range of commercial property related matters dealt with in the Property & Engineering Section. The post holder will be expected to carry out a variety of complex tasks with the minimum of supervision and under substantial delegation.
2. To be involved in the creation and execution of an effective marketing programme for the disposal of land to achieve the Council's required capital receipts. This includes identifying sites, obtaining planning consent, preparing sales particulars, reporting to Committee and instructing the Council's Legal Section on the terms of sale.
3. To support the Estates and Asset Management Leader in managing, promoting and marketing for let the Council's industrial estates, land, commercial and industrial property in order to maximise revenue. This includes preparing schedules of condition and repair, negotiating rent reviews and new leases, preparing advertisements, lettings particulars and editorial copy. Frequent contact is required with other professionals in the public and private sectors and with tenants.
4. To support in providing a professional 'in house' valuation, surveying and marketing service for all Service Areas. This involves regular contact with the Council's Solicitors, Planners, and the provision of advice to Elected Members, the Chief Executive, Directors and Service Managers.

5. To prepare Committee reports and provide professional advice to Elected Members.
6. To assist the budget holder in preparing, controlling and reviewing revenue budgets for garage sites and war memorials, including the maintenance of complete records and the authorisation of invoices for payment.
7. To carry out asset valuations and assist in updating the Asset Register in accordance with RICS & CIPFA professional guidelines and government directives in order to ensure that land holdings are attributed to the correct Service Area.
8. To assist in acquiring properties by agreement and under Compulsory Purchase legislation. To support in undertaking property inspections, surveys and valuations and to negotiate compensation with other professionals. To liaise with Service Managers to ensure budgets are met. To monitor and report on the acquisition programme.
9. To assist in removing trespassers from Council land and buildings. This may involve delicate negotiations and liaising with the Police.
10. To deal with queries on a wide range of issues, often of a complex nature, from members of the public and Elected Members on a daily basis, including enquiries by phone, personal callers, on-site inspections and at public meetings.
11. To assist the Head of Property & Engineering in the Management of the Council's Assets in accordance with Government Directives.
12. To undertake such other associated duties as may be allocated from time to time which are commensurate with the salary grading of the post.

Selection Criteria	Essential or Desirable	Assessment Method
Qualifications		
1. Chartered Surveyor with current membership of the Royal Institute of Chartered Surveyors. The postholder must fulfill the institution's CPD requirements.	Essential	Application Interview Certification
2. A Registered Valuer with the RICS	Essential	Application Interview Certification
3. A current full driving license and vehicle insured for business use.	Essential	Application Certification
Knowledge, skills, abilities and experience		
4. Substantial post qualification experience in commercial estate management	Essential	Application Interview
5. A thorough knowledge of legislation and policies relating to the Service Area	Essential	Application Interview
6. Proven ability to create and maintain effective working relationships with staff at all levels, councillors and external partners.	Essential	Application Interview
7. Excellent written communication skills with the ability to draft well-structured reports and presentations.	Essential	Application Interview Presentation
8. Good organisational skills, including the ability to plan and co-ordinate work.	Essential	Application Interview
9. To have experience of working effectively in a political environment.	Desirable	Application Interview
10. Knowledge and experience of CPO code and/or Landlord & Tenant provision	Desirable	Application Interview
Special Requirements		
11. Commitment to working towards the Council's Equality objectives.	Essential	Application Interview
12. Willingness to undertake occasional out-of-hours working.	Essential	Application Interview
<p>As the post is deemed safety critical, it is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.</p>		