Job Description

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| **Job Title** | Senior Asset Surveyor |
| **Grade** | PO10 |
| **Reporting To** | Manager Assets and Surveying |
| **JD Ref** |  |

Purpose

This is a key role working within a multi-disciplinary Asset Management Team to provide a broad asset management function including landlord and tenant, compulsory purchase, valuation and surveying services relating to all land and property matters.

Main Duties And Responsibilities

**Behavioural:**

* To represent the Service and provide professional support on a broad asset
* To provide property and valuation advice, either directly or through the appointment
* To provide professional property advice and support for Service Reviews by
* To represent the Council in negotiations on property matters with professionals,
* To work within the decision-making process of the Council and prepare reports on
* To take responsibility for the disposal of assets to deliver the Councils land and
* To take responsibility for the management of the Authority’s leased property
* To carry out Asset Valuations in accordance with current CIPFA and RICS
* To provide advice and support on Rating matters such as preparing valuations,
* To provide legal statements and information in respect of legal proceedings
* To have a working knowledge of property related legislation and guidance a wide
* To review and implement legislative changes and areas of best practice from RICS

**Communication, Engagement and Training:**

* To advise officers and members of the public on Council property ownership and related matters

**Data Analysis and Decision-Making:**

* To undertake negotiations on property matters and support decision-making processes.

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* Member of The Royal Institution of Chartered Surveyors (RICS).
* Maintain membership of the RICS with required annual continuing professional development.
* Member of the Valuers Registration Scheme (desirable).

**Knowledge & Skills**

* Practical understanding of the RICS valuation global standards.
* Practical knowledge of relevant legislation, regulations and guidance associated with the role, including RICS and CIPFA.
* Ability to supervise.
* Ability to clearly write and present reports on detailed property matters.
* Ability to work as part of a multi-disciplined team.
* Good literacy and numeracy skills.
* Excellent communicator both verbally and in writing with professionals.
* A professional attitude, proactive, honest and diligent with the highest standards of probity.
* Good working knowledge of relevant digital systems including Sharepoint, Concerto and mapping systems.
* Demonstrate ability and commitment to customer care.

**Experience**

* Detailed experience of working in asset management across a wide range of property types and for different purposes within complex customer focused environment.
* Experience of working corporately, across the authority and with external partners.
* Experience, knowledge and practical experience of Compulsory purchase legislation.
* Experience in acquisitions and disposals of assets to support regeneration initiatives.
* Experience and knowledge of the non-domestic rating system.
* Knowledge and experience of working with CIPFA and RICS guidance to deliver asset valuations.

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

* Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Steven McMorran Manager of Assets and Surveying

Date Of Approval: 17 September 2025