

Estates Surveyor

Candidate Job Pack



Location

From the iconic ruins of Hastings Castle overlooking the English Channel to the lively cobbled streets of the Old Town lined with quirky boutiques and cosy cafes, there are a number of reasons to consider Hastings as your new place to work.

Our Muriel Matters House Office is located on the seafront within easy walking distance from Hastings Station which offers direct connections to London and Brighton.



Why work with us?

We're committed to the renaissance of Hastings through social, economic, cultural and environmental regeneration.

We believe that a culture of equality, diversity and inclusion not only benefits our organisation but supports wellbeing and enables our people to work better because they can be themselves and feel that they belong.

We're dedicated to promoting a healthy work/life balance valuing our employees and enabling them to make a difference to the local community.



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Benefits

- 27 days annual leave (pro rata for part time staff), rising to 32 days after 5 years, 35 days after 10 years and 37 days after 15 years.
- Fully supported hybrid working arrangements for eligible roles.
- Flexible working scheme to support you in achieving a good work/life balance.
- Enhanced Paternity & Maternity leave.
- A generous local government pension provided by the Local Government Pension Scheme (LGPS).
- Lifestyle discounts provided by Pluxee with discounts from the big six supermarkets, travel companies and some of the most popular fashion and retail stores & more.
- E-Learning and development hub where you can access a wealth of resources.
- Shared cost AVCs provided My Money Matters - <https://www.my-money-matters.co.uk/>.
- Free eye tests provided by Specsavers, including a discount off selected glasses when glasses are required solely for VDU use.
- Cycle to Work scheme.
- Discounted staff parking scheme.
- An extensive Employee Assistance Programme (EAP) provided by CareFirst to support your health and wellbeing.
- Members of staff trained as Mental Health first aiders available to listen, reassure and respond to concerns from staff experiencing mental health issues.



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Job Description

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Job Title

Estates Surveyor

Service Area

Property and Commercial Assets

Grade

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Reports to

Property and Commercial Assets Manager

Location

Muriel Matter House

Purpose of the Job

Undertake the day-to-day management of the Council's land and property assets to provide a professional and efficient Estates Service.

Main Responsibilities

Effectively manage the Council's tenanted land and property assets, undertake lettings and ensure tenant's compliance with repairing and other covenants.

- Undertake inspections of land and property for insurance purposes, valuations, to check repairs/condition, to check compliance with covenants and for preparation of schedules or inventories.
- Assist with the Council's land and property disposal programme including achieving planning consent as required to ensure disposal targets are met.
- To negotiate rent reviews, lease renewals, deal with assignments and other requests for landlord's consent.
- To carry out valuations of Council owned properties for various purposes.
- To prepare full and comprehensive instructions to Legal Services or other appointed Council solicitors in a timely manner, in respect of property transactions.
- To assist the Senior Estates Surveyor in the preparation of any necessary reports for the Management Team, Council committee meetings or working groups as the situation demands and in consultation with Property and Commercial Assets Manager.
- To respond to land and property enquiries from members of the public, landlords, tenants and

their professional advisors, other Council Services, and Members as delegated by the Property and Commercial Assets Manager.

General Responsibilities

- Participate in an annual performance appraisal based on agreed objectives that are linked to the Council's corporate objectives and priorities.
- Ensure that all duties and services provided are in accordance with the Council's Equalities and Diversity policies and procedures.
- To comply with individual responsibilities, in accordance with work role for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Council's Child and Vulnerable Adult Protection policies and procedures.
- All employees may be called upon to assist with a range of elections duties for the Council on an occasional basis when elections are called. Participation in elections duties is subject to the terms and conditions as determined from time to time by the Returning Officer or Central Government.

- All employees will ensure that duties and services provided are in accordance with the Council's climate change strategy and action plan.
- Undertake such other duties and tasks appropriate to the grade and character of work such as changes in information systems and new technology as may reasonably be required. Therefore, the above list of key result areas in this job description should not be regarded as exclusive or exhaustive.

The Council may, at any time and if relevant to the post, require an Enhanced DBS (Disclosure and Barring Service) Check to be carried out. An enhanced check details Convictions, Cautions, Reprimands and Warnings held in England and Wales on the Police National Computer (and most of the relevant convictions in Scotland and Northern Ireland may also be included). In addition, it includes a check of the new barred lists and any locally held police force non conviction information considered relevant to the job role, by the relevant Chief Police Officer(s).

The key result areas to this post are set out in this job description. It should be noted that the Council reserves the right to update the job description from time to time to reflect changes in or to the post after consultation about any proposed changes. Significant permanent changes in duties and responsibilities will require revisions to be made to this job description.

Person Specification

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Job Title

Estates Surveyor

Service Area

Property and Commercial Assets

Essential Requirements

Qualification

1. Associate Member of the Royal Institution of Chartered Surveyors (AssocRICS) or equivalent

Experience

2. Some experience of working in property or property related area.
3. Experience in negotiations in respect of acquisitions, disposals, and lettings

Knowledge

4. Sound knowledge of estates management practice
5. Awareness of the role of property within an organisation

Personal Aptitude and Skills

6. Flexibility
7. Excellent communication skills including negotiation and influencing skills.
8. Good written communication skills
9. Good IT skills

Behavioural Approach

10. Self-motivated and able to work under minimum supervision.
11. Able to prioritise workload.
12. Team player

13. Accuracy

14. Commitment to personal development and Lifelong Learning

Circumstances

15. Ability to travel throughout the borough.

Desirable Requirements

Experience

16. Experience of working in the private and public sector.

Knowledge

17. Knowledge of Local Government

Personal Aptitude and Skills

18. Ability to manage conflict constructively.

Values and Behaviours Framework

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What is a values and behaviours framework?

The aim of a values & behaviours framework is to provide a set of core behaviours describing how we should approach work. It details the behaviours, attitudes and approach all employees should display in work, and in turn effects:

- How we do things
- How we treat others
- What we say and how we say it
- How we expect to be treated

The expected behaviour and values employees of Hastings Borough Council are asked to display are shown in the diagram.



Further information on our Values & Behaviours framework can be requested from the HR Team.

Terms and Conditions

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Full terms and conditions are available for candidates with provisional offers.

Duration

Permanent Contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services.

This post is graded: Grade 4.

Salary

The spinal column points for this post are as follows:

SCP 33 £44,075

SCP 32 £42,839

SCP 30 £40,777

SCP 28 £39,152

Hours

The hours for this post are 37 hours per week. These will be worked within operational requirements. Starting and finishing times will be agreed with your manager. The Council operates a flexitime scheme. Details will be supplied to the successful candidate upon appointment.

Place of Work

Your place of work will be Muriel Matter House, Breeds Place, Hastings, East Sussex, TN34 3UY. The successful candidate will be required to attend the council office in Hastings or any such other places within the boundaries of Hastings Borough as required. Hybrid working can be discussed at your interview.

Probationary Period

This role has a probationary period of 26 weeks in where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.



Benefits allowance

This role has a benefit allowance of £2,278 (Level 3).

You will be required to travel in order to carry out your duties and your benefits allowance covers all costs of travel (including mileage & parking).

Annual Leave

The annual leave year runs on a rolling 12-month basis from your continuous service date. The current minimum entitlement is 27 days. Subject to the demands of the post you will normally receive additional paid leave on each Bank & Public holiday.

As Hastings Borough Council closes for the Christmas and New Year period you will need to retain a maximum of 4 days of your leave entitlement for this closure.

Pension

We provide membership of the Local Government Pension Scheme (LGPS).

Every employee will be 'contractually enrolled' into the Local Government Pension Scheme. If you decide not to be a member of the LGPS then you have the right to opt out of the membership under the LGPS rules.

Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

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The contribution bands with effect from 01 April 2024 are:

Band	Actual pensionable pay for an employment	Main LGPS section contribution rate	50/50 LGPS section contribution rate
1	Up to £17,600	5.50%	2.75%
2	£17,601 to £27,600	5.80%	2.90%
3	£27,601 to £44,900	6.50%	3.25%
4	£44,901 to £56,800	6.80%	3.40%
5	£56,801 to £79,700	8.50%	4.25%
6	£79,701 to £112,900	9.90%	4.95%
7	£112,901 to £133,100	10.50%	5.25%
8	£133,101 to £199,700	11.40%	5.70%
9	£199,701 or more	12.50%	6.25%

Based on the salary for this role, the contribution will be 6.5 %.

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