



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Senior Estates Surveyor
Grade:	PO3
Directorate:	Resources
Department:	Property Services
Responsible to:	Head of Property Services

Purpose of the Job:

To ensure that all Property Management and valuation work associated with the council's commercial Property Portfolio is carried out in accordance with Council policy and the requirements of Property Management best practise and otherwise with prevailing statute, regulation and guidance.

Be responsible for managing the councils operational land and property portfolio. You will work closely with Councils services to identify underperforming assets and contribute towards the overall improvement of service delivery.

Be responsible for day to day management work in respect of allocated commercial properties within the council's portfolio including dealing with lettings, rent reviews, lease renewals, service charges and general estate management.

Ensure that the service charges at investment properties, particularly Oakham Enterprise Park and King Centre are implemented in line with RICS standards and all service charge expenditure is recovered.

Maximise value, minimise operational costs/liabilities and promote efficient use of assets.

Support the development of the trainee surveyors, providing guidance and advice on their professional qualifications.

To undertake other professional work including acquisition, valuation and disposal as required.

Deliver effective customer service, ensuring compliance with all relevant regulations and helping to achieve the Council goals.

Main Responsibilities:

1. To provide technical and expert advice to council services and directorates.



RUTLAND COUNTY COUNCIL

2. To manage the disposal of surplus assets to help fund the capital programme.
3. To take a lead role in the carrying out of property management work in connection with the council's commercial property portfolio.
4. To ensure that the service charges at Oakham Enterprise Park and King Centre are implemented in line with RICS standards and all service charge expenditure at all properties across the portfolio is recovered.
5. To support the development and implementation of a commercial property asset/investment strategy for the portfolio.
6. Effectively manage you/your teams portfolio professionally, prioritising its requirement in a timely way to mitigate risk.
7. Shows a commitment to innovation by proactively seeking creative solutions to challenges and opportunities.
8. To carry out negotiations for the grant or re-gearing of leases, tenancies, licences or other interests in land and buildings and to manage transactions through to completion.
9. To prepare valuations as required and to manage external valuers in the production and procurement of Annual Valuations. To assist the Finance Team in resolving audit related valuation queries.
10. To assist with the maintenance and development of the council's property records and databases.
11. To negotiate rent reviews and lease renewals, ensuring all lease events are dealt with in a timely and prompt manner.
12. To negotiate and make recommendations as to terms for the acquisition and disposal of property for a variety of purposes
13. To research applications and enquiries received in respect of council land and buildings.
14. To process tenant requests for landlord consent, to including licences to assign, underlet and for alterations, promptly bringing forward appropriate recommendations.
15. Support the management of rental income and effective debt resolution, liaising closely with the relevant Finance staff and tenants to ensure their accounts are up to date.
16. Establish and maintain satisfactory liaison with tenants of council property.



RUTLAND COUNTY COUNCIL

17. Undertake such work as the Head of Property Services may determine which is compatible with the responsibility levels of the post
18. Ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation.
19. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
20. To lead and develop a motivated team and ensure they are developed in their role through effective use of 'My Conversation'/supervision and effective performance management as appropriate.
21. Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
22. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.
23. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Dimensions

Commercial Property rent roll – c. £900k

Staffing – Be responsible for the Estates team.



RUTLAND COUNTY COUNCIL

JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Professional qualification – RICS (General Practice)	A/D/I
Degree in estate management or similar	A/D/I

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience in commercial property management in a multi site environment	A/I
Experience of dealing with tenants, property owners and occupiers	A/I
Experience in managing Service Charges	A/I
Understanding/working knowledge of property law, landlord and tenant legislation and health and safety requirements	A/I
Understanding of legal documentation relating to land and property matters	A/I
Knowledge of relevant legislation and national guidance relating to the built environment	A/I
An understanding and knowledge of local government, including legal, financial, social and political aspects and is experienced in working in a political environment and can negotiate and work effectively with a range of stakeholders	A/I
Working knowledge of the estate function in particular the role of the landlord and the application of tenancy agreements such as leases and licenses.	A/I
Experience of managing and monitoring commissioned services.	A/I
	A/I



RUTLAND COUNTY COUNCIL

Demonstrated experience in providing verbal and written advice and leadership to senior officers and stakeholders	A/I
Experience of managing resources including staff management and financial budget management.	A/I
Experience in mentoring and guiding team members through to successful completion of their APC	

SKILLS

Essential	Method of Assessment *
Able to understand and manage financial and budget information	I/T
Good communication and interpersonal skills.	I
Able to communicate information and ideas clearly and accurately, both in oral and written form	I/T
Personal and professional credibility and a high level of probity and integrity.	I
Good level of reporting writing skills including business cases and policy.	I
Analytical and problem solving skills.	I
Computer literacy including MS Office	A/I
Delivers results to required standards and in a timely and cost effective way. Able to plan and prioritise own work	I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
-----------	------------------------



RUTLAND COUNTY COUNCIL

Ability to work outside of normal hours as required by the job	I
Mobile and able to work from various locations	I

* **A = Application Form** **D = Documentary evidence** **I = Interview** **T = Test**

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
October 2025	Yes – updated wording and standard template	Lee Newton, Head of Service