

JOB TITLE: Estates Surveyor

DEPARTMENT: Estates

POST NUMBER: 2014 - 1 FTE

GRADE: Scale 6 (£47,181 – 52,413)

ACCOUNTABLE TO: Service lead -Estates

LOCATION: Winchester campus. Site visits as required

POST OBJECTIVE To deliver as part of a team the efficient and effective management of the Councils commercial property portfolio, to manage a mixed portfolio of assets to ensure maximum income and compliance with all relevant regulations and to participate in implementing corporate projects.

SPECIFIC TASKS:

1. To carry out the valuation of land, buildings and interests for a variety of purposes including asset valuation, acquisition, variation of covenants, rent reviews, lease renewals, assignment, surrenders, new lettings, easements, wayleaves and lease variations.
2. Negotiations in connection with the review of rents, the grant and renewal of leases and licenses
3. The management of the Councils commercial and operational property estates, to include the appointment and management of consultants and contractors.
4. Be responsible for the effective management of a mixed portfolio of properties, dealing with everything including managing repairs, chasing rent arrears, dealing with dilapidations and re-letting among others.
5. The inspection of properties owned and managed by the Council, the review of lease obligations, the preparation of schedules of condition and ensuring tenant compliance with repairing obligations.
6. Monitoring budgets and ensuring that rental, service charge, insurance and other payments due to the Council are received.
7. The acquisition of land, rights and property.
8. Undertaking disposal investigations and the subsequent marketing of land and property interests.
9. To assist in the maintenance of all property records held by the Council.

10. To work with Finance in managing effective year end asset valuations for accounting purposes

11. To promote and encourage the efficient and effective use of energy by the Council

12. Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

14. Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

15. Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

16. The post holder is expected to undertake any such other duties within the scope of the job's responsibilities or the experience of the post holder as the Corporate Head of Asset Management shall require or direct at any time

Signed

Dated



JOB TITLE **Estates Surveyor**
DEPARTMENT: **Estates**

POST NUMBER: **TBC**
DATE: **October 2025**

Requirements		Weighting	Assessment Method
Skills	Good communications at all levels and in all media	3	A / I
	Able to deal with the public/tenants in negotiations in a fair and diplomatic way	3	A / I
	Good IT skills in word spreadsheets and databases	3	A / I
	The ability to manage consultants, contractors and to work as part of a team	3	A / I
	Financial and performance management skills	3	A / I
	Good negotiating skills	3	A / I
	Able to produce reports	3	I
Experience	2 years Post RICS qualification	3	Q
Personal Qualities	Always strives to seek best value	3	A / I
	A team player	3	A / I
	Able to demonstrate political awareness and sensitivity	3	A / I
	Ability to form and maintain positive working relationships with all levels of personnel, contractors and public	3	A / I
	Highly organized with excellent time management skills.	3	A / I
	Self motivated and driven	3	A / I
	Customer focused	3	A / I
	Strong personal integrity	3	A / I
	Ability to work flexibly with respect to hours on occasional basis to meet deadlines.	3	A / I

	Demonstrate Commercial awareness	3	A / I
	Positive approach to work and problems	3	A / I
	Able and willing to work in confined or hot, or dirty spaces and sites.	3	I
	Ability and confidence to work on own initiative	3	A / I
Specific Job Requirements	Full driving licence	3	Q
	Own car	3	I
	Able to work flexible hours on occasions	1	I
Qualifications	Membership of Royal Institution of Chartered Surveyors [MRICS]	3	Q
	A relevant degree or CEM Postgraduate Diploma in Surveying	3	Q
	Math's and English to GCSE grade 3 and above, or equivalent.	3	Q

<i>Assessment</i>					
<i>Application Form</i>	<i>A</i>	<i>Interview</i>	<i>I</i>	<i>Tests</i>	<i>T</i>
<i>References</i>	<i>R</i>	<i>Presentation</i>	<i>P</i>	<i>Evidence of Qualifications</i>	<i>Q</i>

Weighting	Description
3	Criteria is essential for the successful performance of the job
2	Criteria is needed but can be achieved through training or experience in the job
1	Criteria would be useful but is not essential for the successful performance of the job