

Estates Officer/Surveyor

Teignbridge District Council

Candidate Pack October 2026

If you require an alternative accessible format please let us know.

Thank you for your interest in working for Teignbridge District Council's Green Spaces Team – this pack will help guide your application but if you have any other questions do get in touch with HR@teignbridge.gov.uk for queries about the application process or Will Madden – William.Madden@teignbridge.gov.uk if you would like an informal conversation about the role.



Welcome

Thank you for your interest in joining our Assets Service at Teignbridge District Council.

We are a District Council based in the beautiful county of Devon in the Southwest of England, covering a population of around 134,803 (which increases significantly in summer months) and have delivered great services for our community for 50 years. Compared to other areas of the Southwest we have a varied local age demographic and much of our local population in employment.

Our headquarters, which you will be based in, is a modern, decarbonised air-conditioned offices in Newton Abbot which has free car parking, secure bicycle parking, is a 10-minute walk from a mainline rail station, and close to bus routes and main access road. The location is quiet and peaceful, and you have access to riverside walks during your lunch.

The area offers applicants a different work life balance with Dartmoor, beaches, steam railway, market towns and villages and the cities of Plymouth and Exeter nearby. There are numerous festivals in the Southwest during the year including the world-famous Glastonbury music and Plymouth fireworks festival all within close reach.

This is a great career opportunity for candidates who align to our values (we do things well, we're better together, we keep developing). If you are passionate about great customer service and working in an organisation which has a unique and supportive culture, we hope you will apply.

Job Description

Job Title: Estates Surveyor (Career Grade)

Service: Assets

Grade: C to G (Career Grade)

Responsible to: Estates Manager

Standard provisions for staff:

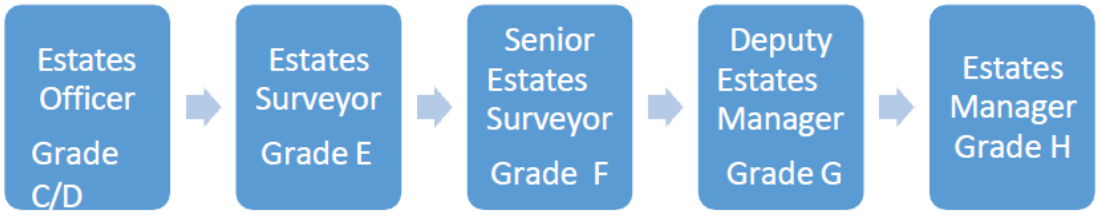
- Generous Local Government Pension Scheme.
- Annual leave and wellbeing package.
- Heavily discounted membership at Teignbridge District Council Leisure Centres.
- Reasonable opportunities for career and self-development.
- Potential to train for relevant qualifications.
- 24/7 employee discount access and employee assistance support.
- Any offers of employment are subject to pre-employment checks, including DBS disclosure, references, and occupational health assessment.

Purpose of the Role

The Estates Management Team manage the Council's property portfolio, with a focus on tenanted non-residential property, providing functions comprising; valuation; contract management; transaction management such as sales and lettings; and effective day to day management; ensuring compliance with best practice, legislation and TDC policy. Additionally, the service assists with strategic asset management initiatives, such as regeneration projects and portfolio reviews.

Estates Surveyor posts assist the Estates Manager in any reasonable duties to deliver a successful Estates service and contribute to the efficient, effective running of the service ensuring the Head of Assets and the Estates Manager can deliver on the Strategic Asset Plan and annual business plans.

Estates Career Progression



Key Duties and Responsibilities

Estates Officer - Grade C/D

To support the Estates Team in providing professional valuation, estate management and landlord and tenant advice to the Council.

To assist with general commercial Estate Management duties,including inspections, negotiation of rent reviews and lease renewals, grants of new leases, arranging repairs and maintenance, dealing with Landlord and Tenant and Land Law issues, undertaking viewings with prospective tenants, tenant liaison, reviewing accounts and debt management.

To assist in general management valuations on behalf of the Council including rating and insurance valuations.

To assist in the negotiation, purchase and sale of land and property, leases, licences, and easements.

To assist with the maintenance of the Council's asset register and ensure asset management details are recorded and maintained.

To assist in the annual re-valuation of the Council's assets for financial accounting purposes in accordance with the CIPFA and RICS regulations.

To represent the Estates Team with property related enquiries from the general public, tenants, officers and members of the Council.

Arranging EPCs and other letting compliance matters.

Estates Surveyor – Grade E

Organise the granting of licences for the use of the Council's land and buildings

Organise and undertake surveys for schedule of condition or dilapidation and ensuring tenants comply with their lease/licence obligations.

Support the running of the Council's service charge estate.

Organise the letting of premises to new tenants and the re-letting of premises to existing tenants upon expiry of their leases.

Undertake general management valuations, rent reviews and lease renewals of the Council's property interests.

Identify assets with development potential or financial implications and escalate accordingly.

Undertake the disposal of assets no longer required by the Authority.

Investigate and provide information on the possible acquisition of new assets and feasibility studies on potential sites for development.

Represent the Council at internal & external meetings to ensure the Council's interests are protected and provide advice on property related matters.

Instigate legal and court actions when tenants have failed to comply with their lease agreements.

Resolve boundary disputes.

To cover for senior estates staff at meetings as appropriate.

Senior Estates Surveyor – Grade F

Forward plan future lease activity and prioritise accordingly.

General management, valuations, rent reviews and lease renewals of the Council's property interests of increased complexity and without supervision.

Lead on running parts of the Council's service charge estate.

Negotiations with public and private sector owners and developers.

Progress assets with development potential.

Dispose of assets no longer required by the authority.

Undertake valuations for capital accounting purpose in accordance with the RICS Red Book and Chartered Institute of Public Finance and Accountancy (CIPFA) requirements.

Identify and proactively minimise void costs.

Ensuring team activities comply with property management law and compliance / health and safety.

Coordinating basic refurbishment schemes and / or EPC related works.

Proactively monitor EPCs status across estate.

Deputy Estates Manager – Grade G

To deputise for the Estates manager as required.

Lead on running the Council's service charge estate setting up and running service charge regimes.

Coordinate the Council's own development projects to ensure targets and deadlines are met.

Monitoring estate performance dashboards, informing workflow and prioritisations.

To support the Council's Affordable Housing and Planning Services in viability negotiations with landowners and developers to maximise the delivery of affordable housing.

The Job Description document is designed for guidance only, is not exhaustive and is subject to change, as per the needs of the organisation.

Key Success and Behavioural Factors

As per the Council's Competency Framework, you work in a way that supports our corporate values (We do things well, We keep developing; We're better together) and you meet the competency levels for your role:

Technical and Professional Skills

Officers on career grade take personal responsibility for their work and produce work to a high standard.

Effective at capturing data, assuring accuracy of reporting.

Undertake required training for the job role demonstrating understanding of industry best practice.

Drive professional innovation and change through thoroughly considering the implications of decisions and recommendations.

Problem Solving and Delivery

Conscientious, helps deliver solutions and is accountable for own work.

Adept at identifying problems and addressing before they grow.

Respond promptly to issues and queries and where necessary escalate matters to a senior officer on the career grade or to the appropriate manager for prompt attention.

Awareness of whole lifecycle property matters.

Proactively grow net revenue and improve cashflow.

Commercially aware with tenacity to deliver best outcomes for the Council.

Leadership and Teamwork

Respond positively to changes and improvements to systems and processes, drawing attention to issues that get in the way of effective service delivery

A reliable, flexible team member working effectively with colleagues and partners.

Works with minimal supervision.

Understands when to engage with other teams.

Communication and Interpersonal Skills

Strive for continual improvement in all areas of service delivery through confident and open communication with our community stakeholders, customers, contractors/ consultants and internal teams.

Clearly and accurately communicates using a variety of styles to both internal and external audiences.

Operates a flag system to monitor, identify and escalate irregularities early.

Responsible for related dashboards to report performance.

Excellent organisation and self-motivation skills.

Person Specification Summary

Grade	Qualifications	Knowledge and Experience	Competencies (skills, abilities, aptitude, values)
Grade C/D **Estates Officer**	Recognised degree in relevant subject Associate Membership of the Royal Institution of Chartered Surveyors or in the process of obtaining.	Working knowledge of landlord and tenant law Knowledge of estate management and land and property valuations IT experience of Microsoft packages including Word, Excel, Outlook and PowerPoint Property valuation methods and techniques Current market trends Property Law – especially relating to commercial and non-residential property and the operation of leases and licences Working knowledge of landlord and tenant law	Evidence on the whole of meeting Level 2 of the TDC Competencies Good 'customer focus' communication and interpersonal skills Ability to work as part of a team and build and maintain effective working relationships Willingness to undertake relevant training and personal development activities to complete the RICS Assessment of Professional Competence Ability to manage time effectively and to prioritise own workload and work without close supervision Good basic digital/Microsoft skills.

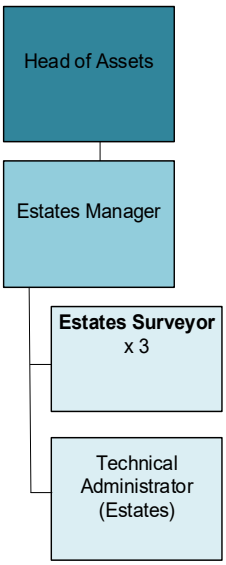
BAR SCP14 AND Vacancy or Operational Requirement			
	Qualifications	**Knowledge and Experience**	**Competencies (skills, abilities, aptitude, values)**
Grade E **Estates Surveyor** SCP17,20,22	Recognised degree in relevant subject Chartered Member of RICS or extensive property related experience.	Understanding of the development process and of undertaking financial and viability appraisals A thorough understanding of construction, design and estate management incorporating all professional standards. Knowledge of property law and tenants rights, responsibilities and expectations. Knowledge of RICS Red Book Valuations. Experience of negotiating commercial property transactions. Building Construction and Design Knowledge Understanding of Planning & Development Good awareness of health and safety legislation and best practice.	Meets all of Level 2 of the TDC Competencies Presentation skills. Strong digital and Microsoft 365 skills Experience in the use of GIS and Property Database applications

BAR SCP22 AND Vacancy or Operational Requirement			
	Qualifications	**Knowledge and Experience**	**Competencies (skills, abilities, aptitude, values)**
Grade F **Senior Estates Surveyor**	Chartered Member of RICS. **Desirable** RICS Registered Valuer	Demonstrable experience in general practice surveying. Evidence of completing a wide range of property transactions. Experience in undertaking valuations for a range of purposes. Experience of presenting written and verbal reports/presentations. Knowledge of: • Property valuation methods and techniques, knowledge and application of. • Current market trends. • Property Law – especially relating to commercial and non-residential property and the operation of leases and licences. • Understanding of the Southwest of England geographical differences.	Evidence on Level 2 and 3 in the TDC Competencies. (Level 3 Technical and Professional and Problem Solving and Decision Making, Level 2/3 Leadership and Teamwork, Communication and Influencing) Good communication and stakeholder management. Drive to deliver to tight deadlines Takes responsibility for personal development and professional CPD Ability to travel according to the needs of the job, with reasonable adjustments Ability to mentor and coach.

BAR SCP27 AND Vacancy or Operational Requirement			
	Qualifications	**Knowledge and Experience**	**Competencies (skills, abilities, aptitude, values)**
Grade G **Deputy Estates Manager**	Membership or Fellowship of the Royal Institution of Chartered Surveyors (RICS) Coaching qualification	• Experience in managing a property portfolio including tenanted and service charge estates. • Valuation experience across multiple property classes and sectors. • Solid knowledge of RICS Valuation Standards, IVS, and the UK National Supplement. • Capital Allowances knowledge and experience. • Understanding of commercial leases, ESG, and construction issues. • Strong time management, relationship-building, and presentation skills. • Supervisory experience	Evidence of Level 3 competencies.

Note: Both local and national agreements are in place for determining scale point salaries and the Teignbridge Grade Structure.

Organisation Chart



Scope for Impact

A successful estates team ensures good landlord and tenant relations as well as being responsible for safeguarding substantial revenue to support service delivery. The service ensures legitimate and appropriately documented use of Council land to protect its value. Additionally the service is pivotal in reducing costs to the Council through minimising letting voids, holding costs and irrecoverable costs. The safe and compliant use of Council land and buildings is ensured by the estates team in order to mitigate financial and reputational risk.

The post holder may have an impact on the services delivered to the residents, businesses and visitors to the Teignbridge district. The post holder may also have an impact on the Council finances.

The post holder contributes to the decision making process on matters relating to the Council's Income producing property portfolio. The post holder therefore contributes to the decision

making process that can have a very significant impact on the rental and capital income generated for the Council. These decisions/negotiations are often contentious and involve significant financial impacts for the Council, our tenants, businesses and local partners and community groups.

Safeguarding responsibilities

Teignbridge District Council believes that all children, young people and adults have the right to be safe, happy and healthy and deserve protection from abuse. The council is committed to safeguarding from harm all children, young people and adults with care and support needs using any council services and involved in any of their activities, and to treat them with respect during their dealings with the council, our partners and contractors. As a member of the Council team, you will be responsible for treating all those children and adults with whom you come into contact while carrying out your work according to their needs and with respect, and reporting safeguarding concerns and providing any evidence required to enable necessary safeguarding action to be taken. Our safeguarding policy has more details.

Contacts

The post-holder will have contact with the following people / organisations:

Internal

Progression through the grades will require the development of a wide range of contacts with many officers and members of the Council to resolve property issues which require advice and action.

• Head of Assets

• Estates Manager

• TDC Committees, Senior Managers and Management Team

• Staff at all levels within the Council

• Property Accountable Persons

• Elected Members

• Planning

• Legal Department

• Finance

External

A large proportion of the estate is used by external parties it is vital fair andtransparent processes are used in selecting third parties to use, lease or purchase Council property in a safe manner in accordance with policy. Development projects and regeneration will involve discussions and negotiations with outside agencies, organisations, and stakeholders.

• Officers and members from other Local Authorities

- Contractors and consultants
- Commercial Tenants
- Commercial Agents
- Private landowners
- General public
- External Property Industry
- Developers
- External legal parties

Health and Safety responsibilities

The post-holder is responsible for taking reasonable care of their own health, safety and wellbeing, and that of colleagues, customers, contractors and members of the public who may be affected by their work. They must comply with the Council's health and safety policies, procedures and training; use equipment and systems safely; report accidents, incidents, hazards and near misses promptly; and support a positive health and safety culture by considering risk in day-to-day activities and escalating concerns where appropriate.

Special Notes and Conditions

Ability on occasion to work outside normal working hours and attend events outside local area.

Required to travel throughout Teignbridge in order to carry out duties. Access to a suitable vehicle, a full driving licence and appropriate business insurance is required for every role.

These roles have the potential to necessitate occasional lone working and the post holder should satisfy themselves with the Council's lone working procedures.

Digital Skills Framework

As part of the Modern 25 programme, Teignbridge District Council (TDC) is developing a Digital Skills Framework to identify the skills and capabilities that are needed at an individual, service-wide, and organisation-wide (specialist) level. This framework aims to set a baseline which applies to all staff and identifies common requirements.

This framework is based on the Cyber, Digital, Data and Technology (CDDaT) framework from the Local Government Association (LGA) which aims to support all local authorities in their digital transformation and close digital skills gaps.

The following indicates the digital skills level required for this role. An assessment will be undertaken on joining the Council to discuss this and highlight any training requirements.

Digital Skills Category	Professional/Technical, non-digital specialist

Equality and Diversity

We are an equal opportunities employer committed to a diverse and inclusive organisation. We welcome applications from all qualified candidates regardless of their age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, caring responsibilities, and socio-economic status. We also welcome applications from military veterans and their families.

Reasonable Adjustments

If you need any reasonable adjustments to the application and interview process, please contact hr@teignbridge.gov.uk

How to apply

Please send an up-to-date CV and supporting statement outlining relevant experience and why you are interested in the role to hr@teignbridge.gov.uk. Your supporting statement should be no longer than 3 pages of A4 (Minimum Font 12).

It is vital to read the job description and person specification for this role - it will help you understand whether your knowledge, skills and experience match the job requirements. In your supporting statement please tell us how you meet each of the essential criteria we ask for in the person specification.

Closing date: Sunday 22nd November 2026 @ midnight

Planned interview date: TBC

Interviews will be in person

Interviews will include practical job-related tasks which will be assessed as part of the selection process.

For an informal conversation about the role contact: Will Madden at William.Madden@teignbridge.gov.uk to arrange a time to discuss it.

Personal data

You will need to disclose your name, address, contact details, details of your employment history, qualifications and relevant experience. You may also choose to share information at any stage of the shortlisting and interview process to help us provide reasonable adjustments to the application and interview process if you are disabled. Any inclusion of your data in your

application documentation will be understood by us as your express consent to process this information going forward.

Please do not mention anyone's information or details (e.g., referees) who have not previously agreed to their inclusion.

No agencies please.