Job Description

POST DETAILS			
Division/Department	Asset Management		
Location	Thanet District Office		
Job title	Estates Surveyor / Property Management		
Reports to (job title)	Principal Surveyor/ Head of Property		
Grade	TG-L	**Politically Restricted Post**	N
DBS Requirement	**Standard: No**	**Enhanced: No**	

JOB PURPOSE

- We are seeking an experienced Estates Surveyor, preferably a Chartered Surveyor or someone with equivalent qualifications, to efficiently manage the Council's property portfolio. The portfolio comprises a wide range of assets, including investment, operational buildings, community facilities, leisure spaces, and public areas.
- The Estates Surveyor will manage a portfolio of properties within the Commercial Portfolio reporting directly to the Principal Estates Surveyor with the objective of maximising rental and capital receipts.
- The Estates Surveyor will also have responsibility over operational property and their day to day management
- Be responsible within their portfolios for all Landlord and Tenant activities for income generation, including lease renewals and rent reviews, new lettings, tenant management, assisting with valuations, invoicing and rent collection.
- To provide property advisory services at a senior level to colleagues, the Head of Property and senior management, Corporate management and Councillors, as well as producing advisory reports (including Cabinet reports) to inform strategic decisions.
- To provide rental income monitoring and forecasting for Data-Driven Decision Making, and to update the Principal Surveyor and the Head of Property on current rental levels and future forecast increases.
- To undertake reinstatement cost assessments for properties held in the portfolio to ensure sufficiently insured.
- Undertake option appraisals and a range of valuation tasks for rental and asset valuation purposes in accordance with legislation and professional standards.

PRINCIPAL ACCOUNTABILITIES

1. To provide expert lease and landlord advisory services on terms for lease events on a mixed commercial and operational portfolio and to support the Head of Property and other division heads such as Neighbourhoods, Finance, Insurance, Coastal, Regeneration and Housing.

2. Overseeing the management of the specialist telecoms/aerials portfolio, within the allocated portfolio.

3. To negotiate and progress through to completion landlord and tenant agreements, including renewals, surrenders, wayleaves, easements, assignments and releases of covenants.

4. To lead on and devise programmes to maximise income on the investment portfolio, monitoring and managing tenant arrears to reduce and mitigate outstanding rents due across the portfolio.

5. To oversee one Management Surveyor, with the support of the Principal Surveyor.

6. Manage a diverse occupational and investment portfolio which includes, some 270 sites and 700 non-housing assets including Civic Offices, Depots, Industrial, Commercial, Retail, Leisure, Culture, Sports and Leisure facilities, Ancient Monuments, Amenity land, and Port and Harbour Estates.

7. To manage and initiate procurement of external property professionals and contractors, to include producing procurement documents, tendering works and evaluating submissions for a vast range of property advisory services.

8. Work collaboratively within the Finance team to provide up to date rental level information, for budget forecasting and monitoring.

9. To provide property advisory services at a senior level to colleagues, senior management, Corporate management and Councillors, as well as producing advisory reports (including Cabinet reports & Briefing Notes) to inform strategic decisions.

10. Ability to plan workloads, maintenance expenditure and budgets 2-3yrs ahead .

11. To undertake regular reviews and monitoring of the portfolio to identify risks and opportunities, and analyse findings to present options and recommendations for decision making (for example, disposal). And to update part of the risk register related directly to Property Management.

12. To maintain a safe, sustainable and legally compliant estate.

13. To ensure a well managed and detailed tenancy database, Property matrices and performance data is maintained.

14. To assist the Head of Property to respond to relevant Freedom of Information requests and inbound enquiries and complaints from Members, Councillors, MPs and members of the public.

15. To work collaboratively with other departments and services within the council and to actively promote internal cross-collaboration, most notably with Regeneration, Coastal, Neighbourhoods, Climate Change and Finance.

16. Effectively manage and be accountable for difficult situations and resolve disputes and tenant contractual claims which may arise from time to time, in a professional and collaborative manner.

17. Promote and embrace the development of a culture of customer satisfaction, continuous improvement and value for money, and adopt high standards of conduct and communication.

18. Undertake a range of valuation tasks as appropriate for the situation which may include capital and rental valuations.

19. Ensure, at all times, compliance of data protection and freedom of information legislation is met.

20. Instruct and work with multi-disciplinary teams of property related matters.

21. Procure contractors for ad hoc or emergency repairs in accordance with the Council's Contract Procedure Rules.

22. Take personal responsibility for own development and learning within the role and ensure up to date knowledge of the legislative, political and policy environment impacting on the service.

23. To follow all Council procedures and adhere to all statutory Health and Safety compliance requirements, including the Health and Safety at Work Act and other relevant legislation. Additionally, they are responsible for documenting and reporting all accidents and incidents in accordance with the proper procedures.

24. Undertake other duties commensurate with the grade of the post as required.

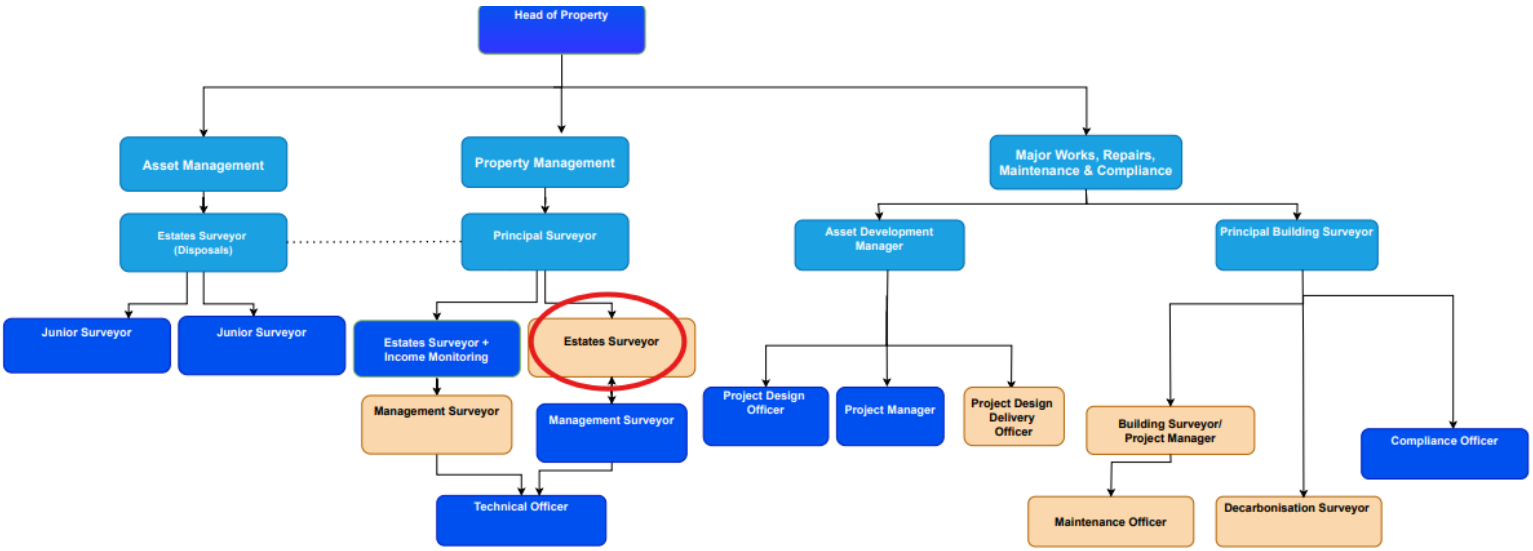
REQUIRED ATTRIBUTES	
Knowledge	● Good understanding and application of commercial property law. ● Good understanding and application of RICS and CIPFA valuation principles, methodology and standards. ● Good understanding of Local Government legislation and of laws, policies and processes that govern and regulate the public sector, and the disposal of Assets. ● Good understanding and practical knowledge of application of capital, rental and development valuation techniques. ● Ability to plan workloads in advance for a period of 2 to 3 years for long term projects, where required. ● Knowledge of Local Government Act 1972.
Skills	● Good negotiation and influencing skills. ● Excellent professional communication skills (both written and verbal). ● Good application of prioritisation and time management. ● Ability to work independently and autonomously and to use initiative. ● Willingness to continue professional development. ● Be accountable and have the ability to make difficult decisions on often complex negotiation matters or enforcement of covenants. ● Be a strategic creative thinker with the ability to problem solve and mitigate risk. ● Possess the ability to work under pressure to meet deadlines and multi-task.
Experience	● Experience of working in a similar estates management and surveying role across commercial property. ● Experience of working in a Local Authority / Local Government and public sector context. ● Experience of managing a team including mentoring junior surveyors.
Qualifications	● Chartered Member of the Royal Institution of Chartered Surveyors (MRICS status) or equivalent (desirable).

	● RICS Registered Valuer (desirable). ● Educated to degree level in a Commercial Real Estate field (real estate management, commercial property management, valuation, surveying etc).
JOB DIMENSIONS	
Annual budgetary amounts	Letting property ranging from a few hundred pounds to hundreds of thousands per annum.
Number of staff reporting to the job holder	Approximately 1 surveyor with the support of the Principal surveyor
Any other relevant statistics	

NATURE OF CONTACTS	
Internal	Directors, Managers, Officers, Councillors
External	Consultants, Tenants, Members of the public

WORKING ENVIRONMENT CONTEXT
The job holder is required to have use of a vehicle and a hold valid driving licence at all times. Hybrid / remote working. Lone working on occasion.

Organogram


Head of Property
Asset Management
Property Management
Major Works, Repairs, Maintenance & Compliance
Estates Surveyor (Disposals)
Principal Surveyor
Asset Development Manager
Principal Building Surveyor
Junior Surveyor
Junior Surveyor
Estates Surveyor + Income Monitoring
Estates Surveyor
Project Design Officer
Project Manager
Project Design Delivery Officer
Building Surveyor/ Project Manager
Compliance Officer
Management Surveyor
Management Surveyor
Technical Officer
Maintenance Officer
Decarbonisation Surveyor