

Title Estates Surveyor, Estates Practice	Department Place	Post Ref.
Reporting to: Principal Surveyor, Commercial Surveying Practice		
Job Purpose To undertake a wide range of property management, valuation and professional services as a senior professional in the in-house Estates Practice, which supports the delivery of the Council's Corporate Property Strategy, Property Asset Management Plan and Service Asset Management Plans.		
Key Responsibilities 1. To deputise for and support the Principal Surveyor across a range of property and property related functions, including but not limited to: 1.1 Supporting the Corporate Asset Management Group (CAMG) and the Capital Investment Board; 1.2 Collaborating with the Place Commissioning teams and Arc; 1.3 Providing specific information and advice on property related matters; 1.4 Contribution to and support in the preparation of the Corporate Property Strategy, Property Asset Management Plan and Service Asset Management Plans; 1.5 Advising on the acquisition, remodelling and disposal of property to ensure that property is affordable, fit for purpose and used to maximum advantage in delivering the Council's services and broader objectives 2. As Surveyor , provide support and coaching for less experienced staff and day to day management of a range of transactions, including but not limited to: 2.1 Acting as ambassador for the team to form and achieve positive relationships with all stakeholders, including Members and external stakeholders.	Key Accountabilities 1. Delivery of discrete elements of the Estates Practice Business Plan. This requires a balance between achieving hard and quantative (tangible) outputs and outcomes and soft and qualitative (intangible) outputs and outcomes. 2. Qualitative performance against a range of soft targets revolving around empathy with stakeholders, recognising the need to develop relationships and trust, linked to contextual and political awareness and meeting or exceeding expectations in the broadest sense. 3. Quantative performance against a range of financial targets around income/revenues, which may include from the commercial and farms estate and capital receipts from the disposal of surplus and development land and property. 4. Quantative performance against a range of budget targets and. 5. Quantative performance around a range of time related targets including delivering capital receipts and acquiring land and property. 6. Enhancing the reputation of the in-house Estates Practice, building confidence and the ability to respond quickly and sensitively to a rapidly changing range of issues. 7. Identifying problems and issues at an early stage and putting timely mitigation in place to reduce impact.	

<p>2.2 To act as a role model and exemplar of excellent professional and managerial practice, assisting less experienced staff to grow and develop as professionals;</p> <p>2.3 To maintain and update systems and processes to enable achievement of and reporting on financial, time and quality performance targets;</p> <p>2.4 To manage resources, organisation and prioritisation of work to respond to fluctuating workloads, balancing the important and the urgent;</p> <p>2.5 To adopt a business-like approach for the Practice to achieve best in class fee earning performance when acquiring, disposing of or remodelling property, assembling land, negotiating lease and licences and property transfers;</p> <p>2.6 To manage individual budgets and forecast expenditure</p> <p>2.7 To monitor and manage personal performance, capacity and capability and individual development.</p> <p>2.8 To adopt a practical and hands-on day-to-day approach in respect of service and support buildings, the industrial portfolio, farms and the green estate to ensure the team is meeting the widest range of stakeholder expectations.</p> <p>2.9 To ensure that information systems, the Asset Register and data bases are fully utilised and kept up to date, recommending upon enhancements and system improvements.</p> <p>2.10 To provide the S151 officer with property valuation and related information to meet the Statement of Recommended Accounting Practice</p> <p>2.11 To prepare reports and briefing papers on a range of property related issues, occasionally addressing commercially and politically sensitive issues.</p> <p>2.12 To raise awareness generally about compliance and health and safety issues and directly intervene if issues are identified.</p>	<p>8. Ensure that all land and property decisions are auditable and evidence based.</p> <p>9. Maximise opportunities to reduce property costs in a way that reflects organisational values of quality and inclusion and high standards of professional conduct</p> <p>10. Managing the Council's leased estate to maximise rental incomes, while reducing un-let space and arrears.</p> <p>11. Identify opportunities to that realise economic development and regeneration opportunities and joined up property solutions</p> <p>12. Where property is declared surplus, identify and implement disposal options promptly in accordance with the Council's Disposal Strategy.</p> <p>13. Professional advice on valuation and property management matters, including upon the exercise of constitutional delegated powers, in making sure the Council complies with its obligations to obtain best consideration in line with Section 123 of the Local Government Act 1972</p> <p>14. Strategic, and professional property advice to the Council on a range of land and property asset management, property information and estates and non-construction property matters.</p> <p>15. Personal performance and the performance of staff drafted in to support more complex transactions</p> <p>16. Delivering services within the allocated budget – both capital and revenue</p> <p>17. Alerting the Principal Surveyor (or Team Manager if judged necessary) where unforeseen events impact in service delivery targets including budgets</p> <p>18. Providing data about customers and the operating environment</p> <p>19. Meeting statutory or regulatory standards that apply to the services managed</p> <p>20. Deliver value for money, legal compliance and ease of access to services for our customers and leading by example to achieve the most efficient service design and delivery</p>
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification	
<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. Relevant degree level qualification and/or relevant and commensurate educational attainment including working towards full membership of the RICS. 2. Deep understanding of the knowledge skills and attitudes required of a property professional 3. Knowledge of the UK planning system and property law 4. Knowledge of Council Financial Regulations, its Constitution and Freedom of Information and Data protection legislation. 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 1. Ability to work in collaboration and listen to others 2. Strong communication skills 3. Analysing, problem solving and decision making 4. Putting Customers first 5. Taking personal responsibility 6. Getting things done 7. Seeking to understand others 8. Builds strategy and plans based on service engagement, data, options appraisal, evidence and benchmarking 9. Ensures decisions are based on sound financial and non-financial information and appraisal of options 10. Keeps focused on strategic priorities and issues to ensure organisational outcomes are achieved 11. Clearly defines and communicates objectives, standards and expectations to achieve organisational outcomes 12. Works openly and transparently in collaboration with others both inside and outside the organisation 13. Plans how work will be monitored and evaluated 14. Acts in a manner that reflects the core values of the organisation 15. Delivers professional impact through clear prioritisation, effective delegation and timely delivery of strategic priorities 16. Maintains a calm and positive attitude under pressure and during times of potential conflict 17. Inspires others to understand and buy into the organisational vision 18. Takes into account the personal and organisational impact of change 19. Empowers others to be innovative and make decisions
<p><i>Experience</i></p> <ol style="list-style-type: none"> 1. Demonstrable experience of working within a Corporate Landlord or strategic property function 2. Leadership and management experience of more junior staff, working effectively with a wide range of stakeholders including senior officers, County and District Councillors, Parish Councils, community groups, schools and with external private and public sector partners and voluntary groups. 3. Evidence of political sensitivity and successful working with Elected Members and stakeholders with overlapping and conflicting interests 4. Commercial awareness and experience of working in a commercial environment 5. Presentation and high level communication skills, including drafting and presenting formal reports and briefing and discussion papers. 6. Deploying analytical and problem solving skills to address complex issues and conflicting interests. 7. Demonstrable experience of balancing and managing competing priorities to deadlines. 8. Negotiating and concluding agreements to dispose of and acquire land and property 9. Negotiating and agreeing leases and licences and dilapidations 	

Tier 7 – Experienced / Professional Staff

Role Dimensions

10. This post is managed by the Principal Surveyor, Commercial Surveying Practice

11. This post is one of the Council's practising property professionals and will work on transactions and projects:

- Of some complexity and legal sophistication
- Involving many external and internal stakeholders
- Which are of some sensitivity with time and cash constraints
- With values up to £10M

12. Financial responsibility

- Manage a portfolio of property valued at £300M
- Manage a gross budget of approximately £1 M.
- Income generation target of approximately £0.5 M.

13. Staff: 2/3 FTE's (attached for specific transactions)

Date: 21st January 2019