**Job Description & Person Specification**

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| Job Title: | Estates Surveyor / Senior Estates Surveyor | Job Reference: | 50419832 & 50361413 |
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| Service: | Property and Asset Management  |
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| Location: | Beech Hurst, Andover | Grade: | 10/11 |
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| Reports to: | Valuation & Estates Manager |
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| Date: | June 2022  |
| **Our Values: We expect all of our employees to live by and demonstrate the Council’s five key values of:**  |
| **Accountability, Ambition, Empowerment, Integrity, Inclusiveness.**  |
| **Main job purpose** |
| Working as part of a team to manage the Council’s multi-milion pound property portfolio to maximise the assets for the community and value for money for the Council. This is a high priority for the Council and is important in sustaining its strong financial position and developing a thriving local area for communities. You will provide valuation and asset management advice to the Council in relation to its broad and varied property portfolio. This includes c. 400 acres of commercial business parks, retail, leisure, commercial and industrial properties plus a shopping centre.  |
| **Main responsibilities and duties** |
| 1. To optimise the revenue/capital return from the Council’s property portfolio.
2. Implement and manage rent reviews, lease renewals, surrender and regrants and deeds of variattion, as appropriate.
3. Consider and decide upon requests for landlord’s consent to industrial and commercial occupiers on underlettings, assignments and changes of use.
4. Manage the collation of data and review records and Asset Register to ensure that diary dates are actioned on time. In addition, work with the Valuation and Estates Manager to improve systems and processes.
5. Negotiate with developers and other property professionals to enable new occupiers to be located on the Council’s estate.
6. To Manage and work on significant projects with both internal and external teams.
7. Prepare reports for Cabinet, and Council and briefing notes for the relevant meetings, consulting with the Chief Executive, Deputy Chief Executive and Heads of Service. To attend meetings, when required, to inform Council Members.
8. Prepare statutory valuations for the Council’s asset management plan, and Compulsory Acquisition purposes, including rating appeals using the Council’s Argus software.
9. Promote and facilitate substantial capital projects that involve land disposal and acquisition.
10. Manage and work in partnership on projects and contracts with external bodies acting as the ‘intelligent client’ protecting Test Valley BC interests.
11. To undertake any other task commensurate with this level of post as requested

*To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.*  |
| **Supervision and management** |
| Mentoring of team members.  |
| **Resources** |
| Part of the team that ensures £9m pa is collected. |
| **Contacts and relationships** |
| These post holders will have regular contact with a wide range of people at all levels within the Council, members of the public, councillors, businesses, partners and other property professionals. The role requires high level communication and negotiation skills to be able to successfully manage the Council’s property portfolio and deliver added value to both the Council and local area.  |
| **Working environment** |
| There is the ability to work in a flexible and agile way around the needs of the role and service. There is a general expectation that people will come into the office 2/3 days a week to enable shared learning and strong communication and team working. This role involves regular site visits.  |
| **Corporate Responsibilities** |
| All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:**Health and Safety -** Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974. All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.**Safeguarding -** This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.**Equalities** – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics. **Social Media** - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council. **Financial** – Employees are required to adhere to the Council’s financial regulations and to undertake tasks/training in that context, as required. **Risk Management -** Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.**Data Protection and Data Security** - We hold and process information about our customers and as such we are legally obliged to protect that information.Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.  |

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| **Person Specification** |
| **Criteria** | **Essential/ Desirable** |
| **Educational and professional qualifications** |  |
| * A degree or MSc in Surveying or equivalent experience
* Member of RICS
 | E E (D for Grade 10) |
| **Knowledge** |  |
| * Building Management
* Property investment analysis and the acquisition and disposal process
* Valuation methods and practice
* Legal landlord and tenant relationship
* Legal agreements relating to land and property
* RICS best practice and application
* Record management and data protection
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| **Experience**  |  |
| * Strong experience of Asset Management to include landlord and tenant work
* Experience of working with major projects and within larger partnership arrangements.
* Experienced negotiator, able to provide pragmatic and professional advice on property transactions
* Experience in management of public buildings.
* Experience of managing a busy and varied estates management caseload
* Experience of project management and reporting of progress and risks and highlighting matters in a proactive way
* Experience of developing productive working relationship with partners to maximise benefits for both parties.
* Experience of undertaking similar local government property work
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| **Key skills** |  |
| * Analytical and numerate
* Strong IT skills – (the use of Argus or similar valuation software)
* Strong communicator (written, verbal and report presentation)
* Ability to provide balanced advice to senior decision makers
* Ability to undertake site and building inspections professionally and safely
* Able to take the lead in a commercial situation.
* Strong planning and organisational skills
* Ability to manage varied caseload and meet tight deadlines
 | All essential |
| **Personal qualities and behaviours** |  |
| * Commitment to high standards of customer service
* Takes a proactive, commercial approach to delivering a quality property service
* A strong team player
* Is accountable and can take the lead when required
* Works collaboratively with partners and others to deliver the best outcomes
* Builds trusted and productive relationship
 | All Essential |
| **Other Factors** |
| Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport |