

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 04227

Service Area: Corporate Property, Strategic Asset Management, Estates and Property Records

Grade: G10

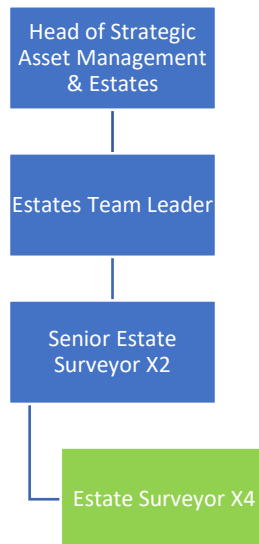
Job Title: Estates Surveyor

Reports To: Senior Estates Surveyor

PURPOSE OF JOB:

To work within the Estates and Valuation team, delivering all estates services to the County Council across a diverse property portfolio with a varied workload. Operating within a team structure with the Corporate Property department, reporting to the Senior Estates Surveyor and working collaboratively with team members and the wider Strategic Asset Management, Property Records and Estates team.

STRUCTURE CHART:



MAIN DUTIES:

1. To contribute to projects in Estates and Valuation ensuring that projects are delivered profitably and within time, cost, and quality parameters, in accordance with relevant policies, legislation and in line with the Council's values.
2. Maintain compliance with professional standards of the Royal Institution of Chartered Surveyors, CIPFA, IFRS regulations and ensure team compliance. Demonstrate a commitment to continuing professional development across the team.

3.	Contribute to the disposal and acquisitions programme ensuring that allocated cases are progressed at pace. Regularly report the disposals and acquisitions programmes to Senior Council staff. To lead negotiations in respect of these and issuing instructions to external agents where appropriate.
4.	Support the Land and Schools and Corporate Asset team members in the effective disposal of surplus land and property.
5.	To contribute to the annual lease event plan ensuring all allocated rent reviews, break clauses and lease expiry dates are allocated, progressed, and reported on a monthly basis.
6.	To provide strategic advice and valuations in respect of rating and council tax assessments, revaluations and to submit and negotiate appeals where applicable.
7.	To provide estimates and negotiate claims for compensation in respect of Compulsory Purchase Orders and blight notices in accordance with statutory timescales and relevant caselaw.
8.	To assist in making representations to Planning Authorities in respect of Local Plans to ensure that the client's interests are protected, and development opportunities are identified.
9.	Appraising and evaluating property transactions and preparing approval reports. Consulting with senior colleagues in respect of surplus properties, lease events and general estate management issues in accordance with the Council's policy.
10.	To deputise for the Senior Estates Surveyor including at Council meetings and external engagements.
11.	To provide annual asset valuations and Market Valuations in respect of the Council's freehold and leasehold property portfolio for inclusion within financial accounts/statements, complying with RICS, CIPFA and IFRS regulations. Responding to questions from colleagues and audit on valuations completed.
12.	Dealing with aspects of property management including advising the County Council in respect of and leading negotiations for lease obligations (landlord/ tenant compliance), service charges, Corporate Landlord obligations, ensuring Energy Performance Certification in place, actively managing the freehold and leasehold portfolio event management (such as lease renewals, rent review and breaks) and all general estate management matters such as boundary disputes, land ownership queries, wayleaves, and access licenses.
13.	To manage a workload of professional consultancy and Estates work to third party organisations such as District Councils, NHS Trusts and Academy Trust Schools. Providing decision maker briefings and communication activity to reach satisfactory outcomes for the organisations being represented.
14.	Undertaking inspections of both occupied and vacant properties. Providing reports on condition and measurements of all properties inspected.

PERSON SPECIFICATION:

Requirements	Where identified*	Essential	Desirable
Chartered membership of the Royal Institution of Chartered Surveyors with a minimum of 1 to 2 years PQE.	A	X	
Degree / conversion course in appropriate Estate Management course.	A	X	
Have a commitment to Continuing Professional Development, meeting RICS requirements, including continually developing estates and valuation skills.	I	X	
Innovative approach to service delivery and project management with strong project management skills.	I	X	
Able to establish and maintain effective working relationships with key clients and partners. You must be able to make clear and articulate presentations to colleagues and stakeholders at all levels across the Council.	P	X	
Demonstrable experience of general practice surveying work, including working with the public sector, which includes the provision of market valuations, asset valuations, landlord & tenant, disposals, acquisitions, and rating advice.	A/T/I/P	X	
Has a proven ability to plan, organise and manage resources.	A/P/I	X	
A strong communicator across the organisation and within the team.	A/P/I	X	
Working on your own initiative with guidance and support provided by senior team members.	A/P/I	X	
Demonstrable IT skills, particularly relating to Microsoft software and the use of a CAFM system, ideally Concerto.	A/P/I	X	
Demonstrable skills relating to collaborative working across services/various teams within the organisation and a willingness to support colleagues.	A/P/I	X	
Ability to adapt to new ways of working.	A/P/I	X	
Compliance with RICS/IFRS standards and regulations.	A/P/I	X	

Compliance with health and safety regulations and ability to assess risks in respect of lone working etc.	A/P/I	X	
A member of the RICS Valuers Registration Scheme.	A		X
Able to manage the correct levels of professionalism from within the team that provides effective service delivery.	T/I		X
Proactively engage with colleagues and stakeholder groups to gather feedback and service improvement initiatives. Implement continuous improvement to service delivery and commitment to deliver business excellence at all times.	P		X
Knowledge of Compulsory Purchase and Compensation regulations/legislation.	A/I		X
Commercially aware, with evidence of delivering profitable, cost effective and efficient services that meets the Council's needs.	A/P/I		X

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.