

<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>	
<b>Director Area:</b> Resources	<b>Job Ref Number:</b> 04225
<b>Service Area:</b> Corporate Property	<b>Grade:</b> G14
<b>Job Title:</b> Estates Team Leader	
<b>Reports To:</b> Head of Strategic Asset Management & Estates	
<b>PURPOSE OF JOB:</b> <p>To manage the Estates team, comprising of Chartered Surveyors, the Property Records Team, comprising a Records Manager and a Property Records technician and the Property Management team comprising of a Property Management Surveyor and Property Management Assistant. This role is accountable for the team's quality, efficiency and effective delivery. You will be required to manage resources to ensure the successful delivery of estates and valuations and property management advice, meeting financial, developmental, time, quality, planned, strategic and the Council's objectives.</p>	
<b>STRUCTURE CHART:</b>  <pre> graph TD     HASME[Head of Strategic Asset Management &amp; Estates] --&gt; ETL[Estates Team Leader]     ETL --&gt; SES[Senior Estate Surveyor X2]     ETL --&gt; PRM[Property Records Manager]     ETL --&gt; PMS[Property Management Surveyor]     SES --&gt; ESE[Estate Surveyor X4]     PRM --&gt; PRT[Property Records Technician]     PMS --&gt; PMA[Property Management Assistant]   </pre>	
<b>MAIN DUTIES:</b> <ol style="list-style-type: none"> <li>1. Management of and accountability for the technical and commercial performance of projects under the Estates and Valuation, Property Records and Property Management teams, ensuring that resources are managed, 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.</li> <li>2. Financially plan projects, balance resources, recover appropriate fees, monitor projects, and final accounts with the appropriate Directorates. Taking responsibility for the setting of annual budgets within the service area and teams managed.</li> </ol>	

3.	Maintain personal and team compliance with relevant legislation and professional standards of the Royal Institution of Chartered Surveyors, CIPFA, and IFRS regulations. Demonstrate a commitment to continuing professional development across the team.
4.	Lead and manage the disposal and acquisitions programme ensuring that the reporting system is maintained. 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.
5.	To resource team support for the manager of the Land and Schools Asset Manager and Corporate Asset Managers in the effective disposal of surplus land and property.
6.	To lead the management of the annual lease event plan ensuring all rent reviews, break clauses and lease expiry dates are allocated, progressed, and reported on a monthly basis.
7.	To lead the provision of strategic advice and valuations in respect of rating and council tax assessments, revaluations and to submit and negotiate appeals where applicable and to lead the management of the continuous review of the Council's commercial portfolio to maximise revenue. The postholder to instruct and manage external contractors as appropriate.
8.	To lead the provision of estimates and negotiate claims for compensation in respect of Compulsory Purchase Orders and blight notices in accordance with statutory regulations and timescales, and relevant caselaw.
9.	To authorise and lead on representations to Planning Authorities in respect of Local Plans to ensure that the Council's interests are protected, and development opportunities are identified and/or instruct and manage external contractors as appropriate.
10.	Appraising and evaluating property transactions and preparing approval reports, committee papers and presentation these to relevant decision makers. Consulting with Elected Members in respect of surplus properties, lease events and general estate management issues in accordance with the Council's policy and/or instruct and manage external contractors as appropriate.
11.	To deputise for the Head of Strategic Asset Management and Estates including at Council meetings and external engagements.
12.	To lead and manage team activity in providing 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. Ensuring the processes and templates are regularly reviewed for efficiency and compliance. Responding to questions from colleagues and auditors on completed valuations. Acting as the nominated Senior Valuation representative for the Council.
13.	To provide leadership and instruction on all 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 are in place, actively managing the freehold and leasehold portfolio event management (such as lease renewals, rent reviews, terminations and breaks) and all general estate management matters such as boundary disputes, land ownership queries, wayleaves, and access licenses.
14.	To lead a programme of professional consultancy and Estates work to third party organisations such as District Councils, NHS Trusts and Academy Trust Schools. Leading any decision maker briefings and communication activity to reach satisfactory outcomes for the organisations being represented.
15.	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.	A	X	
Extensive post qualification experience in delivering Estates and Valuation and Property Management services within a Local Authority across a diverse portfolio.	A/I	X	
Educated to degree level in a field relevant to the post.	A/I	X	
Has a proven ability to plan, organise and control teams, to delegate and empower effectively and to deliver increased performance, quality, and utilisation.	A/I	X	
Has experience of effective leadership and delivery of a service across different customers or markets and into public sector organisations.	A/I	X	
Able to motivate team members empowering staff towards continuous improvement. Evidence of building relationships with public sector organisations.	A/I	X	
A strong communicator across an organisation and within a team; requires credibility, leadership, with strong emotional intelligence.	A/I	X	
Commercially aware, with evidence of delivering profitable, cost effective and efficient services that meets an organisation's needs while also protecting the needs of the organisation.	A/I	X	
Evidence of sharing best practice and knowledge within an organisation, and able to work effectively within an organisation that fosters continuous improvement. Able to handle conflict and drive resolution.	A/I	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	
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	
The post holder is expected to undertake travel across the County as part of this role.	A	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
Able to manage the correct levels of professionalism from within the team that provides effective service delivery.	T/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.