

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 04221

Service Area: Corporate Property, Strategic Asset Management and Estates

Grade: G11

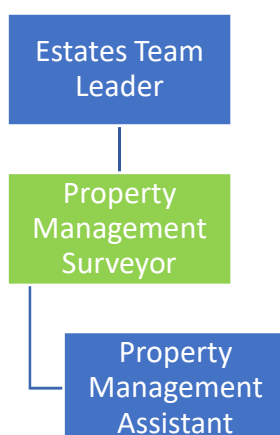
Job Title: Property Management Surveyor

Report To: Estates Team Leader

PURPOSE OF JOB:

To lead the delivery of the Corporate Landlord function for Lincolnshire County Council, ensuring effective and compliant property management across the Council's estate including Schools, land and service properties. This includes centralising property management and budgets for service-occupied properties, managing service charges in accordance with RICS standards, and overseeing third-party lease arrangements. The role also includes line management of a Property Management Assistant.

STRUCTURE CHART:



MAIN DUTIES:

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| 1. | Team management as deputy for the Estates team leader and management duties at project management level. |
| 2. | Support the Estates Team Leader in business development activity, to maximise individual and team utilisation levels. |
| 3. | Line management responsibilities for reporting staff, particularly the Property Management Assistant. |
| 4. | Dealing with challenging, high-profile cases in line with the senior role position. |
| 5. | Support the Estates Team Leader to reinforce team management principals at all levels. |

6.	Support colleagues through the RICS Assessment of Professional Competence either as a supervisor or as counsellor.
7.	Maximising the use and development of property data systems to support the Council's business needs, including the use of the County Council's CAFM system, Concerto.
8.	Develop and maintain relationships with colleagues and the wider stakeholder groups. Co-ordinating and consulting with other key stakeholders and colleagues to ensure smooth delivery of the estates service.
9.	Lead the implementation and management of the Corporate Landlord model across the Council's estate. This includes interaction with service leads, management of Service Level Agreements and associated responsibilities and budgets.
10.	Ensure that all property budgets (including rent, service charges/ property operational budgets and business rates) are centralised and managed with the Corporate Landlord model and ensure that responsibilities for properties occupied by service departments in line with the Corporate Landlord Model. Administer and review service charges in accordance with RICS standards, ensuring transparency and compliance.
11.	Manage easements, wayleaves, and third-party property rights, including negotiations, consents, and dispute resolution, ensuring the Council's property interests are safeguarded and appropriately compensated.
12.	Oversee lease obligations for third parties leasing Council-owned property and for properties leased by the Council. Ensure that these are all recorded in Concerto and that accurate monitoring is in place.
13.	Pursue debt obligations on behalf of the Council for any service charge or rent arrears. Ensuring that invoices for all property charges are raised and paid in a timely manner and accurately monitoring this.
14.	Provide expert property management advice to internal stakeholders and senior officers.
15.	Collaborate with legal, finance, and service departments to ensure effective property management.
16.	Contribute to strategic asset management planning and property reviews; particularly in respect of enhancing the Corporate Landlord model.
17.	Ensure compliance with health and safety, statutory, and regulatory requirements in property management.
18.	Support continuous improvement and innovation in property management practices.
19.	Be responsible for all Landlord approvals across the Corporate Estate and third party properties managed.

PERSON SPECIFICATION:

Requirements	Where identified*	Essential	Desirable
Professional qualification in property management or surveying (e.g. MRICS or working towards).	A	x	
Experience managing a diverse property portfolio.	A/I	x	
Have a commitment to Continuing Professional Development, meeting RICS requirements.	A	x	
Able to manage the correct levels of professionalism from within the team that provides effective service delivery.	T/I	x	
Innovative approach to service delivery and project management with strong project management skills.	A/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.	A/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.	A/I	x	
Knowledge of landlord and tenant law and lease management.	A/I	x	
Experience with service charge administration and RICS standards.	A/I	x	
Budget management and financial reporting experience.	A/I	x	
Familiarity with property management systems.	A/I	x	
Has a proven ability to plan, organise and manage resources.	A/I	x	
A strong communicator across the organisation and within the team.	A/I	x	
Working on your own initiative.	A/I	x	
Commercially aware, with evidence of delivering profitable, cost effective and efficient services that meets the Council's needs.	A/I	X	
Demonstrable IT skills, particularly relating to Microsoft software and the use of a CAFM system, ideally Concerto.	A/I	x	

Demonstrable skills relating to collaborative working across services/various teams within the organisation and a willingness to support colleagues.	A/I	x	
Ability to adapt to new ways of working.	A/I	x	
Compliance with RICS/IFRS standards and regulations.	A/I	x	
Compliance with health and safety regulations and ability to assess risks in respect of lone working etc.	A/I	x	
Experience of management of staff.	A/I		x
Experience in local government or public sector property.	A/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.