

# Job Description

**Job title**

Estates Surveyor

**Department**

Commercial

**Grade**

M

**Salary**

£56,154 - £58,705

**Manager**

Head of Finance

**Job Summary**

To provide full property and commercial estate management services, including

- Providing the full range of expert property advice.
- Providing property valuation advice.
- Negotiation of building leases.
- Enforcement of land encroachments.
- Responding to property enquiries.

**Main responsibilities and activities**

1. To be a main adviser providing expert advice on all property matters, including operational buildings, the commercial portfolio, including such matters as the acquisition and disposal of property, strategic asset valuation, review of surplus property and the review and enforcement of tenants obligations and dilapidations
2. To manage the Councils Property Portfolio, leading on activities to achieve carbon neutrality in support of the climate change action plan, maintaining & increasing income in the commercial portfolio, driving down overheads in the operational portfolio, ensuring an increasingly sustainable property estate.
3. To supervise external consultants in relation to the provision of, external advice including condition surveys, some valuation services in respect of the Council's property portfolio
4. Undertake pro-active management of leases including negotiations, without direct supervision, for the grant or renewal of leases, licences and rent reviews of the Councils property portfolio.
5. To provide building, maintenance and property security advice, including the procurement and monitoring of works carried out to Council property. To monitor cyclical maintenance of buildings and to prepare reports as necessary.



6. Liaise with solicitors, manage and supervise agents and consultants to ensure all cases are progressed and completed within prescribed timescales and budgets.
7. Providing timely, effective landlord and tenant advice to the Council in respect of all lettings and occupation matters.
8. Effectively project manage all active cases to achieve property management objectives.
9. Provide advice and recommendations to the Council on all property matters to improve the efficiency of use and to maximise income.
10. Ensure that the councils land and property database is maintained and regularly updated.
11. To provide property valuation advice and make recommendations to Leadership Team and Cabinet, including preparation of detailed and accurate reports for perusal of multiple stakeholders – Cabinet, Executive Decisions, Evaluation and Management reports.
12. Attendance at Council meetings ad hoc meetings and at senior level staff meetings as may be necessary.
13. To manage and enforce any boundary encroachments and wayleave requests.
14. To review and update Hart's Corporate Property Strategy and Asset Management Plan.
15. To provide high levels of customer service for our residents, staff, managers and external partners, so that they are made to feel warm, welcome, wanted and cared for.
16. To promote the HART values at all times by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with appropriately.
17. Where a post involves working with members of the public, the post holder has a responsibility to be vigilant in identifying potential safeguarding issues and conduct themselves in a manner that protects both themselves and members of the public.
18. Provide a high-quality service for our residents, staff, managers, and external partners.
19. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
20. Promote the **HART Values** by:
  - Being **helpful**
  - Being **approachable**
  - Being **responsive**
  - **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

## **STANDARD CLAUSES**

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.

- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks, which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade

# Person Specification

## Job title

Estates Surveyor

## The HART Values:

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Education and qualifications	Education to degree level in an appropriate discipline.  Member of the Royal institute of Chartered Surveyors (RICS)		Application Form / Certificate
Experience and knowledge	3 years RICS post qualification experience or have extensive experience in local government property services.  An excellent working knowledge of Landlord and Tenant legislation together with a working knowledge of Health and Safety issues.  Committed to providing high-quality customer service		Interview/application form.
Skills and abilities	Effective communication skills both oral and written providing high level advice to the team to aid decision making.		Interview/application form.

	<p>Computer literate and proficient in Microsoft Office software</p> <p>Ability to make customers feel warm, wanted, welcome and cared for.</p> <p>Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome.</p>		
Personal qualities	<p>To be able to adapt, develop and maintain constructive relationships at all levels both internally and with our customers.</p> <p>To be able to think innovatively when complex issues arise and identify solutions when advice is not readily available</p> <p>Commitment to professional and personal development</p> <p>Ability to manage own time</p> <p>Commitment to delivering the best possible services for residents, and internal and external customers</p>		Interview and application form
Other working requirements		<p>Ability to attend meetings out of hours</p> <p>Ability to work from home</p> <p>Access to a car for work purposes</p>	Application Form & Interview

Signatures:

Post Holder .....

Manager .....