

## **Job Description and Person Specification**

### **Job details**

Job title: Apprentice Estate Surveyor

Grade: NNC (North Northamptonshire Council) pay and grade structure band – Initially 25,924 raising to NNBAND06 £37035 - £39513 on completion of Apprenticeship

Reports to: Principal Surveyor

Responsible for: N/A

Directorate and Service area: Assets Management

### **Purpose of the job**

The Apprentice Estate Surveyor is a role requiring 1 day a week study and 4 days a week carrying out responsibilities for the role. It is responsible for delivering of professional estate management work, primarily on the commercial investment portfolio. This portfolio is held to earn revenue, and the estate surveyor will work under the Commercial Estate Manager and be required to use their Landlord and Tenant (L&T) knowledge and expertise to undertake property rent reviews, lease renewals, assignments, agency work, and maintain ongoing effective relationships with Tenants to retain income.

Additionally strong organisational skills are required in maintaining L&T trackers and helping to organise and prioritise Lease events. The post holder will attend, as necessary, occasional meetings of the council inside of normal working hours.

### **Principal responsibilities**

1. To delivery effective Estate management as agreed with the Principal Surveyor (PS) or Commercial Estate Manager (CEM), primarily for the investment portfolio although some operational landlord and tenant work may be required. Using appropriate valuation methodology undertake market reviews and calculations, negotiate new leases from end of Lease through to completion.
2. To provide technical advice to the commercial estates team by supporting with lease advice, specific to commercial leasehold interest and general landlord and tenant best practice matters.
3. To support the wider asset management team when requested by the PS or CEM by providing information for review meetings, at times contributing to management reports and recommendations.
4. To assist with the annual asset valuation programme by maintaining and supplying information to the lead officer, at times supporting with site visits.
5. At times to prepare sites for agency, draft fee proposals for external valuations, liaise with agents and external valuation agents, where approved appoint advisors and liaise with them through to completion.
6. To support the PS and Estate surveyor in scheduled Lease events by updating and monitoring the Lease Tracker in which ever form this may be.
7. To work with the wider Council teams, including legal and facilities and external consultants, such as legal and agencies, complying with all regulatory processes and building effective relationships to achieve the corporate objectives
8. Supporting the admin team in establishing Tenant responsibility for service charges and establishing Dilaps responsibility at end of Lease events or during Interim Lease events with the help of the Councils Principal Building Surveyor.

### **General responsibilities applicable to all jobs**

- Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
- Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions, health, and safety (ensuring that reasonable care is always taken for the health, safety and welfare of yourself and other persons).
- Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.
- Undertake learning and development as agreed in probationary reviews, personal development reviews or any other such framework to meet service and individual targets.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **Specific features of the post**

1. Ideally studying towards or wishing to study towards RICS membership with some experience working in the public sector.
2. The postholder must hold a full current UK driving license or equivalent.
3. The post is flexible and will require both home working and office working to be agreed with the Principal Surveyor, to best support the wider Commercial Estate Team.

## Person Specification

| Attributes                             | Essential criteria  | Desirable criteria  |
|--|---|---|
| Education, Qualifications and Training | Educated to A-Level or equivalent (or equivalent experience) with evidence of continuing professional development in property, surveying, or a similar discipline   | Membership of the Royal Institution of Chartered Surveyors.               |
| Experience and Knowledge               | Property inspection including basic building pathology<br>Landlord and Tenant experience including lease renewals, rent reviews, assignments, VOA awareness, lettings, licences to alter, assignment and changes of use, purchase and sale of land and property.<br>Knowledge and understanding of effective, efficient, and economic use of property and accommodation.<br>Demonstrable ability to write clear, concise, and accurate reports, letters, and emails appropriate to the audience.  | Some knowledge of public sector property and working practices.           |
| Ability and Skills                     | Evidence of IT literacy including a sound knowledge of tasks, systems, databases etc.<br>Proven ability to manage a range of conflicting work demands and pressures.<br>Excellent communication skills, both written and verbal, with the ability to communicate effectively with a wide range of stakeholders (internal and external), across all levels; and write clear and concise management reports.<br>Diplomacy – managing different understandings / expectations.<br>Presenting information to a range of audiences<br>Developing articulate and evidenced based arguments and high quality documentation such as recommendation reports. | Experience of working within the Public Sector and with external partners |

| Attributes          | Essential criteria  | Desirable criteria |
|---------------------|---|--------------------|
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.                                 |                    |
| Additional Factors  | Proven ability to work to tight deadlines and manage own workload.<br>Proven ability to work as part of a team and on own initiative and willingness to embrace change. |                    |