# Job Description and Person Specification

## Job details

Job title: Senior Surveyor

Grade: Proposed match to NCC (Northamptonshire County Council) Grade K subject to assimilation to NNC (North Northamptonshire Council) pay and grade structure

Reports to: Principal Surveyor

Responsible for: N/A

Directorate and Service area: Assets Management

## Purpose of the job

The Senior Estate Surveyor is responsible for supporting the delivery of professional estate management case work, primarily on the corporate portfolio. This portfolio is varied and includes leisure centres, adults services care centres, libraries, civic sites, offices and land, The senior surveyor is required to use their landlord and tenant knowledge and expertise to undertake property contact negotiations and make recommendations to the Principal Surveyor/Manager, and thereafter maintain ongoing effective relationships to retain income.

Additionally strong customer service skills are required in building and maintaining Tenant and Landlord relations. The post holder will attend, as necessary, occasional meetings of the council and its committees inside of normal working hours.

**Principal responsibilities**

1. To be responsible for the delivery of a case load of medium value asset management using landlord and tenant knowledge and expertise to maximise value from the estate. Using RICS valuation methodology for routine comparable valuations undertake rent reviews, lease renewals, monitor actions such as break notices, rent free periods, and advise the Principal/Manager on the recommended best deals for each contract.
2. Support the Principal with procuring specialist valuations and technical advice ensuring terms of reference accurately reflect the Councils requirements.
3. Deal with routine telecommunication and utility negotiations including easements and wayleaves, making recommendations on terms to the Principal/Manager.
4. Ensure accurate records are provided to the data input officer and support the asset valuation programme at times liaising with the external valuers, finance and audit to ensure valuation deadlines are met.
5. Some inspections and site visits, tenant, landowner and surveyor meetings, dealing with boundary disputes.
6. Support the estate surveyors with the monitoring of debt and recovery action taking instructions from the Manager.
7. At times to support assets projects, attending project meetings as directed.
8. To support any Trainee Estates Surveyor with their learning and development by providing advice on landlord and tenant matters and advice on their ongoing qualification.
9. To support the wider Council team by at times providing advice, attending and contributing to meetings, preparing briefing notes, reports etc. To support the Councils Carbon Neutral 2030 target by assisting with the identification of sites that may be improved and supporting the wider asset team review of such assets.
10. To work with the wider Council teams, including legal and facilities and external consultants, such as legal and agents, complying with all regulatory processes and building effective relationships to achieve the corporate objectives.

**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 a qualified Member of RICS or studying towards becoming such 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 Senior Asset Manager to best support the wider Commercial Estate Team.

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Educated to degree 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 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.  Knowledge and understanding of effective, efficient, and economic use of property and accommodation.  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.  Proven ability to manage a range of conflicting work demands and pressures.  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.  Diplomacy – managing different understandings / expectations.  Presenting information to a range of audiences  Developing articulate and evidenced based arguments  Developing high quality documents i.e. business cases, management reports etc  Proven experience working within a total team environment  A driving licence and use of a vehicle | Experience of working within the Public Sector and with external partners |
| 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.  Proven ability to work as part of a team and on own initiative and willingness to embrace change. |  |