

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Job description and person specification

Estates Surveyor

Property Strategy and Estates Department, PLACE Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive.'

We truly stand by this and work hard every day to make this a reality, and at WNC it is about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Northamptonshire
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Purpose and impact:

The role is part of the Property Strategy and Estates team, where you will provide professional property / estates advice to WNC. As an advocate of best practice, you will be responsible for delivering a caseload of estates matters covering the Councils operational and non-operational (investment) property portfolio which currently extends to approximately 1,000 assets. Using your existing knowledge of property and estates management practices, you will deliver acquisition and disposals projects and provide technical advice and guidance to other members of the Property Strategy and Estates team, as well as internal and external clients.

You will provide detailed and strategically focussed advice to the Property Strategy and Estates teams, ensuring that its substantial portfolio is robustly managed to maximise revenue income while minimising operational costs. Through the delivery of strategic acquisitions and disposals you will contribute to the delivery of the Councils' wider financial requirements while delivering innovative property solutions that enable services to transform and deliver the highest quality of service to the residents of West Northamptonshire. By fostering strong relations within other public sector organisations, you will seek opportunities that support the effective, and cost effective, delivery of public sector services across West Northamptonshire, enabling communities to thrive.

Accountable to:

This role is accountable to the Estates Manager or the Property Strategy and Major Projects Manager (as appropriate). The role sits within the Property Strategy and Estates Team, forming part of the PLACE Directorate of West Northamptonshire Council.

Responsibilities:

1. To manage the delivery of a caseload of estates / property management activities including lease renewals, rent reviews, title disputes etc
2. To progress and deliver property disposals within appropriate timescales and in line with best value requirement. This will include developing town planning-led solutions to create added development value through achieving planning consents and the procurement and management of external specialist consultants where appropriate.
3. Undertake valuations and support the effective management of the councils 5-year asset and insurance programme.
4. To support the creation and implementation of short, and long-term action plans to deliver property solutions, and to support the transformation of council services.
5. To be able to influence and negotiate with key stakeholders to achieve outcomes which meet those objectives, whilst still delivering value for money.
6. Be a mentor to junior members of the team, providing technical advice and guidance, including supporting the councils Graduate Estates Surveyor to become professional members of the Royal Institution of Chartered Surveyors and expediently as possible.
7. To be aware of the impact that activities will have on the budgets of the Property Strategy and Estates budgets, and manage caseload effectively to positively contribute to the delivery of budgets and any savings / efficiencies that may be required
8. To contribute and manage partnership working with internal and external stakeholders, to deliver collaborative initiatives, and implement improvements in cross-cutting working relationships
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by [the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).]

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Possess strong communication and problem-solving skills.	Essential	A, I and D
IT Literate in all major applications.	Essential	A and I
Ability to organise, plan and manage own work and that of others to deliver objectives and outcomes in a timely and responsive manner.	Essential	A and I
The ability to establish strong relationships with Customers, members of the public, stakeholders, partner organisations, senior officers, and Members within the Council at all times	Essential	A and I
Possesses skills and the ability to deliver high quality outputs and solutions within challenging timescales	Essential	A and I
Positive attitude to change in the organisation and a willingness to promote and adopt new ideas and ways of working	Essential	I
The ability to identify innovative and creative solutions to problems and plans to create and deliver win: win outcomes	Essential	A and I
Capable of expressing information, concepts, and ideas both orally and in writing in a logical, well structured, timely, accurate and meaningful form to recipients	Essential	A and I
Ability to demonstrate an awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential	A and I
Demonstrable commitment to equality, diversity and inclusion in both service provision and employment practices	Essential	A and I

Knowledge:	Essential / Desirable	Measured by
Property management techniques and methods	Essential	A and I
Management techniques and methods	Desirable	A and I
Up to date knowledge of Property, Estates Management, Landlord and Tenant, Property Valuation and Property Transactions	Essential	A and I

Relevant experience:	Essential / Desirable	Measured by
Experience in influencing and negotiating with internal and external stakeholders and customers.	Essential	A and I
Understanding of the impact that caseload can have on the delivery of service budgets and delivering outputs to meet corporate financial targets	Essential	A and I
Experience of dealing with a varied caseload of property matter	Essential	A and I
Experience of identifying and driving commercial opportunities from property assets	Essential	A and I

Education, training, and work qualifications:	Essential / Desirable	Measured by
Educated to Degree level or equivalent in an Estates Management of similar discipline	Essential	A, I and D
Member of the Royal Institution of Chartered Surveyors.	Essential	A, I and D
Royal Institution of Chartered Surveyors Register Valuer	Desirable	A, I and D
Project management training and / or qualification	Desirable	A, I and D
Management training and / or qualification	Desirable	A, I and D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

Additional pre-employment checks specific to this role include

As the role will require the individual to access properties where vulnerable adults and children are (Schools and Care Home for example). It will be a requirement of this role for a Standard Disclosure and Barring Service check to be completed.

Day-to-day in the role:

Hours:	37 hours a week	Primary work base:	One Angel Square, Northampton
Job family band:	RT08	Worker type:	Part-flexible
Salary range:	£42,861 - £46,304	Budget responsibility:	None
People management responsibility:	None		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional, and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn, and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

