

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Graduate 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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Purpose and impact:

To promote and undertake effective day-to-day management of WNC's operational and non-operational (investment) property portfolio as a member of the Property Strategy and Estates team. To provide support to the Estates Manager, Senior Estates Surveyor(s), and Estates Surveyor(s) and assist in all aspects of property management activities, including valuation, Landlord and Tenant activities, acquisitions, and disposals, covering WNC's diverse portfolio of approximately 1,000 properties. The role will enable you to develop a well-rounded knowledge of estates management within the public sector, while actively working to achieve professional membership of the Royal Institution of Chartered Surveyors (RICS).

As a Graduate Estate Surveyor, you will provide valuable support to the Property Strategy and Estates teams ensuring that its portfolio is robustly managed and will be actively involved in the acquisition of properties and / or sites to meet service needs, and the disposal of surplus properties. Through effective management of its portfolio, WNC can maximise the opportunities to generate income to support the wide range of services which it provides for the benefit of the residents of West Northamptonshire. You will also explore opportunities to maximise the effective use of the portfolio, considering options to co-locate with other public sector partners delivering projects that seek to support the efficient, and cost effective, delivery of public sector services across West Northamptonshire, enabling communities to thrive.

Accountable to:

This role will be accountable to the Estates Manager or the Property Strategy and Major Projects Manager (as appropriate). The role sits within Property Strategy and Estates Department, part of the Assets and Environment Service and the PLACE Directorate in West Northamptonshire Council.

Responsibilities:

1. To actively support the effective management of WNC's extensive and diverse property portfolio (including land, operational buildings, tenanted (investment) property covering both commercial and residential assets.
2. To undertake and manage a range of day-to-day activities including, but not limited to, Landlord and Tenant matters, property inspections, rent reviews and lease renewals etc, including the management of any associated legal processes.
3. Contribute to the WNC's asset and insurance valuation programme as part of its financial reporting requirements.
4. To work with services and support the development of strategic plans to ensure that the WNC estates are used efficiently to meet the current and emerging needs of the PLACE Directorate.
5. To assist with the disposal of surplus operational properties to deliver capital receipts for the WNC, and providing estates support on the delivery of key strategic projects such as the disposal of large-scale residential development sites (100+ homes), property rationalisation, and large-scale Solar PV (Photo Voltaic) / energy projects aligned to the Council "Net Zero" commitment
6. To assist with the maintenance of all relevant information systems, supporting the Asset Records and Systems Team to ensure that the data held within the Property Terrier System is accurate, up to date and maintained to support effective estates management and transformation activities.
7. To carry out related tasks including information analysis and benchmarking, liaising with support staff, contributing to team planning and business development, and contributing to property-related projects as needed.
8. To actively pursue, with the full support of the Council, professional membership of the Royal Institution of Chartered Surveyors.

9. To ensure that all income due to the Council is secured and all options are explored to maximise that income to support the delivery of services for the benefit of residents in West Northamptonshire
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken 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), an interview (I), or documentation (D).

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

Skills and abilities:	Essential / Desirable	Measured by
Good working knowledge of IT systems, including Microsoft Office applications	Essential	A and I
Ability to work under pressure whilst maintaining professional integrity and delivering due diligence	Desirable	I
Good written and verbal communication skills, including report writing and making presentations	Essential	A and I
Familiar with forms of electronic Terrier systems, GIS data systems	Essential	A and I
A desire to learn and develop and a willingness to co-operate with others or work on individual tasks (when required)	Essential	A and I
To be able to manage own workload effectively to ensure that corporate objectives are met and that professional accreditation through the RICS is obtained as expediently as possible	Essential	A and I
Ability to legally drive in the UK and have access to a car or other reasonable mode of transport to meet the needs of the role including the ability to undertake site visits	Essential	A and D

Knowledge:	Essential / Desirable	Measured by
A good understanding on Landlord and Tenant matters and principles affecting local government, contracts, and other related issues.	Essential	A and I
A detailed knowledge of Property Management gained through a suitable approved degree course	Essential	A and I
An appreciation of local government operations including legal constraints and democratic arrangements	Desirable	A and I
An understanding of commercial approaches and development processes	Desirable	A and I
Basic working knowledge of accounting principle and practices	Essential	A and I

Relevant experience:	Essential / Desirable	Measured by
Experience of general estates management gained through an appropriate degree course and possible previous work placements	Essential	A, I and D
Some experience of carrying out valuations of a variety of property assets	Desirable	A, I and D
A detailed knowledge of Property Management gained through a suitable approved degree course	Essential	A, I and D

Education, training, and work qualifications:	Essential / Desirable	Measured by
A degree (preferably in Estates Management) that is approved and accredited by the Royal Institution of Chartered Surveyors (RICS)	Essential	A, I and D

An acceptance of the need to undertake the Assessment of Professional Competence (APC) and become a professional member of the RICS as expediently as possible.	Essential	A, I and D
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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.

Day-to-day in the role:

Hours:	37 hour per week	Primary work base:	Guildhall, Northampton
Job family band:	RT06	Worker type:	Part-flexible
Salary range:	£29,508 - £32,095	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.

