

Job Description and Person Specification

Job details

Job title: Property Management Surveyor

Grade: NNC (North Northamptonshire Council) pay and grade structure band - NNBAND06
£38,220 - £40,777

Reports to: Principal Surveyor

Responsible for: N/A

Directorate and Service area: Assets Management

Purpose of the job

The Property Estate Surveyor is responsible for delivering of professional estate management case work, primarily on the commercial investment portfolio. This portfolio is held to earn revenue and the estate surveyor will work under the Principal Surveyor and be required to use their landlord and tenant knowledge and expertise to undertake property contact negotiations through to completion, 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 delivery of a case load as agreed with the Principal Surveyor, primarily for the investment portfolio although some operational landlord and tenant work may be required. Using appropriate valuation methodology undertake rent reviews and calculations, negotiate lease renewals and licence terms, manage lease assignments, easements, wayleaves, and other general estate management services as directed through to completion.
2. To provide technical advice to the commercial estates team by supporting with lease advice, arrears collection options 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 Principal Surveyor 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 valuers, where approved appoint advisors and liaise with them through to completion.
6. 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.
7. 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.

8. 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 Commercial Estates 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	Experience of working within the Public Sector and with external partners

Attributes	Essential criteria	Desirable criteria
	A driving licence and use of a vehicle	
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.	