

Job Description and Person Specification

Job details

Job title: Principal Surveyor - Commercial

Grade: Proposed Benchmark to NCC (Northamptonshire County Council) Grade L, subject to assimilation to NNC (North Northamptonshire Council) pay and grade structure

Reports to: Commercial Estate Manager

Responsible for: N/A

Directorate and Service area: Assets & Environment

Purpose of the job (why the job exists)

The Principal Surveyor is responsible for delivering a range of professional estate management case work, primarily on the commercial investment portfolio. This portfolio is held to earn revenue and the Principal Surveyor will be required to use their extensive landlord and tenant knowledge and expertise to undertake property contact negotiations through to completion, and thereafter maintain ongoing effective relationships to retain income.

Principal responsibilities (please make these concise and ideally no more than 8)

1. To be responsible for the delivery of a case load, 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 and licence terms, manage lease assignments, easements, wayleaves, and other general estate management services as directed through to completion.
2. To provide direction and 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 asset management team with identifying underperforming or underutilised assets, 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. Reviewing service charges, assisting the Commercial Estate Manager with setting the budgets and identifying ways to reduce the service charges.
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 the 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

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. 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 taken at all times for the health, safety and welfare of yourself and other persons).
3. 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.

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 Member of RICS with three years surveying experience.
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 Estate Manager, to best support the wider Commercial Estate Team.



**North
Northamptonshire
Council**

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	Demonstrable up to date knowledge of property management, delivering property and related projects. Proven experience of producing specification, commissioning specialist services, supervising, monitoring, inspecting, approving, work and projects. Demonstrable ability to write clear, concise and accurate reports, letters, and emails appropriate to the audience. Ability and willingness to present reports to Committees.	
Ability and Skills	Evidence of ability to communicate effectively face to face with a wide range of people at all levels. Ability to manage and develop others to achieve their full potential and to achieve project objectives	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. Evidence of good negotiation and advocacy skills. Proven ability to work as part of a team and on own initiative and willingness to embrace change.	