

Recruitment information

Job description and person specification

Your title	Estates Surveyor -(Fixed Term Maternity Cover)
DBS check	Basic
Post number	PRN0000221
Your team	Asset Management and Property services Civic
You would be based	Centre Esher
Your line manager	Property Portfolio Manager



Elmbridge
Borough Council

... bridging the communities ...

About the role

You will be:

- Supporting the effective management and development of the council's property portfolio through the provision of professional estates and valuation services.
- Maximising the value, performance and community benefit of the council's land and property assets.
- Maintaining accurate asset information, systems and records that support effective decision-making, compliance and strategic asset management.
- Working collaboratively with colleagues, elected members, tenants, partners and other stakeholders to deliver effective property solutions, support informed decision-making and achieve best value from the council's property assets

The main purpose of the role:

- Provide clear and professional property advice and reports to senior officers, councillors, and committees.
- Contribute to the delivery of the Council's Asset Management Plan, property strategy, capital projects and corporate priorities.
- Ensure property systems, records, asset registers and management information remain accurate, robust and up to date.
- Procure works, services and consultancy support in accordance with the council's procurement and governance requirements, securing value for money.
- Identify opportunities to improve asset performance, generate income, reduce costs and enhance service delivery.

- Contribute to the development of policies, strategies and business cases relating to the council's estate.
- Represent the service at corporate, professional and stakeholder groups, committees and meetings as required.
- Monitor property budgets and performance information, supporting effective financial management and continuous improvement.

Specific duties and responsibilities

- Support the management of the council's property portfolio, delivering a range of estate management, landlord and tenant, and valuation services.
- Undertake lease renewals, rent reviews, lettings, assignments, surrenders and service charge management.
- Assist with property acquisitions, disposals, valuations, development appraisals and due diligence exercises.
- Negotiate property transactions and prepare Heads of Terms, working closely with solicitors and other professional advisers.
- To assist with preparing development appraisals as well as analysing and negotiating those prepared by external third parties.
- Prepare reports, business cases and evidence for committees, tribunals, courts and other statutory bodies.
- Maintain accurate property records, asset databases, GIS systems and the Asset Management Plan.
- Build and maintain effective relationships with tenants, stakeholders, partners, consultants and service providers.
- Commission and manage external consultants and professional advisers where required.
- Support the leadership, development and performance of the Estates and Property Administration teams.
- Deputise for the Property Portfolio Manager as required and support wider AMPS functions, including out-of-hours duties.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take onboard other tasks from time-to-time, in keeping with your role of.

Your conduct

We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme. You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your application form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

We are committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of marital status, gender, race and ethnicity, disability, sexual orientation, religious belief or age.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We can only consider applicants who are already eligible to work in the United Kingdom

Title: Estates Surveyor**Post No: PO39 to PO48 depending on experience****Team: AMPS****Hours: 36 Hours per week****Salary: £49,420-59,657****Car Allowance: Frequent Car User C3**

Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
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Qualifications and education			
1	Degree in Estate Management, Surveying, or a related property discipline	E	A,I
2	MRICS qualified, or able to demonstrate equivalent professional experience in estate management and valuation	E	A
3	Member of Valuer Registration Scheme and evidence of continuing professional development	D	A,I

Experience			
4	Managing a diverse property portfolio, including lease renewals, rent reviews, lettings, acquisitions, disposals and landlord and tenant matters.	E	A,I, T
5	Sound knowledge of UK property law, landlord and tenant legislation, and regulatory frameworks affecting property management	E	A,I, T
6	Undertaking or supporting property valuations, with knowledge of RICS professional standards, including the Red Book and Code of Measuring Practice.	E	A,I,T
7	Understanding of investment property principles, asset performance, market trends and value optimisation.	E	A,I
8	Competent in the use of Microsoft Office applications and property management systems.	E	A,I
9	Experience of GIS, AutoCAD or specialist asset management software	D	A,I

Knowledge/skills/abilities			
10	Commercially aware, with the ability to identify opportunities to maximise asset value, generate income and deliver value for money.	E	A,I, T
11	Effective communicator with strong negotiation, report-writing, presentation and numerical skills	E	A,I,T
12	Ability to build productive relationships and work collaboratively with colleagues, elected members, partners, tenants and external stakeholders	E	A,I, T
13	Self-motivated and organised, with the ability to manage competing priorities and work independently with minimal supervision	E	A,I
14	Ability to support, guide and develop colleagues and contribute positively to team performance	E	A,I
15	Understanding of local government governance and experience of working within a political or stakeholder-driven environment	D	A,I
16	Commitment to delivering high-quality customer-focused services.	E	A,I
17	Flexible, innovative and proactive approach to problem solving and continuous improvement	E	A,I

Other requirements			
18	Full UK driving licence and access to a vehicle suitable for business use	E	A,I
19	To participate in evening meetings, emergency call-out arrangements and other out-of-hours duties when required	E	A,I