

JOB PROFILE

Job Title:	Estates Surveyor
Service Area:	Estates & Asset Management
Grade:	10
Reporting Manager:	Principal Estates Surveyor
Direct reports:	Estates Support Officer

Job summary:

To undertake a range of estate and asset management duties relating to the Council's operational, investment and non-operational premises, including landlord & tenant matters, property acquisitions, disposals and developments.

Key responsibilities:

To contribute directly to the effective delivery of estate and asset management services throughout the Council

To assist in the development of appropriate systems and methods to effectively discharge the duties of the Estates & Asset Management function.

To ensure adequate liaison with all other members of the Council's Estates & Asset Management team and with the Council's Commercial team in areas of mutual interest to enable effective service delivery. Liaison with operational and Legal Services, partners and stakeholders at all stages.

To ensure that best professional practice is always observed, including adherence to the Royal Institution of Chartered Surveyors (RICS) Rules of Conduct and ethical standards.

To ensure that best value for money is obtained for the Council from all activities.

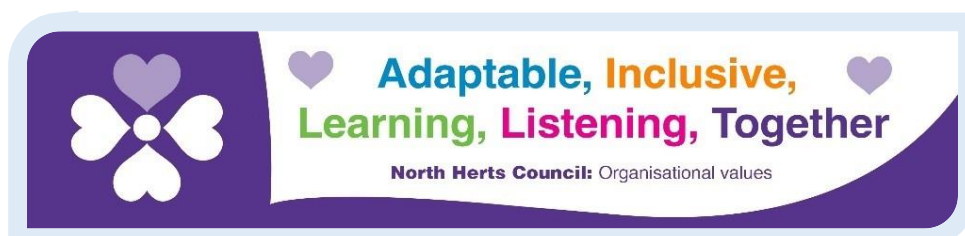
To help maintain the Council's property management databases.

To assist the Council's Principal Estates Surveyor with property matters relating to the Council's property portfolio.

To organise Continuing Professional Development (CPD) to comply with the requirements of the RICS, and other relevant professional body.

To have the direct responsibility for the day-to-day management of the Estates Support Officer, providing supportive management to coach, develop and motivate staff and empower them to deliver high quality services and contribute to the achievement of Council priorities.

Identifying and evaluating property acquisition and development opportunities in accordance with the Property Acquisition & Development Strategy, or in accordance with compulsory purchase procedures, and in liaison with the Council's Enterprise team.



Preliminary investigative work including site/property search and feasibility studies. Project scoping, business cases, site/property evaluation, valuation and negotiation.

Instructing and management of external consultants.

Contributing to the management of the Council's land and property disposal programme.

Identifying underperforming assets and liaise with operational service departments to agree the best means of asset realisation by disposal or redevelopment/repurpose.

Negotiation of terms for new leases, licences and easements including rent reviews, lease renewals, deeds of variation, terminations and restructuring of leases.

Interpretation, enforcement and compliance with lease provisions including rents, service charges, repairing obligations, insurance, rates and dilapidations.

Establishing and maintaining suitable financial systems for lease management.

Marketing new and vacant property for letting.

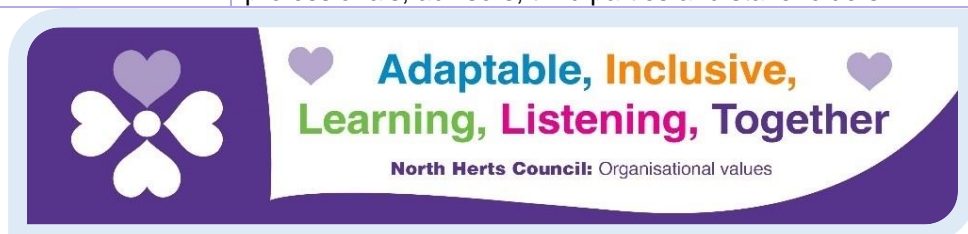
Preparation and issue of leases.

The provision of valuation advice, including development appraisals, and procurement of external consultants for the provision of specialist rating and asset valuation advice.

Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/employees/general-responsibilities)

Key Requirements:		Essential desirable
Qualifications:	A degree or equivalent in a relevant subject, for example estate management, facilities management, property management or Town and Country Planning.	E
	Member or Fellow of the Royal Institution of Chartered Surveyors (MRICS/FRICS).	E
	RICS Registered Valuer.	D
Job related experience & knowledge:	At least 2 years' post qualification experience working as a Chartered Surveyor in the commercial property field.	E
	Estate management experience, including negotiating commercial rent reviews and leases.	E
	Experience of undertaking property acquisitions and disposals.	E
	Property valuation experience using market, income and cost approaches.	E
	Dealing with tenants and customers without supervision	E
	Experience of marketing property for sale and for letting	E
	Experience of working in local government.	D
	Representation of a local authority with other property professionals, advisors, third parties and stakeholders.	D



	<p>Experience of producing submissions/reports in connection with lease dispute resolution, for example, rent review independent expert referrals.</p> <p>Experience of using digital property mapping software.</p>	<p>D</p> <p>D</p>
Skills & attributes required for the role:	<p>Writing concise reports dealing with property issues.</p> <p>Knowledge of building construction.</p> <p>Reading technical drawings.</p> <p>Good property market knowledge.</p> <p>Good knowledge of Landlord and Tenant law.</p> <p>Willingness to keep up to date with property market and legal developments.</p> <p>Understanding of equality issues, how they impact on Council services provided and how they need to be integrated into service delivery and employment practices.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Other:	<p>Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role.</p> <p>Experience of working as part of a team.</p> <p>Good organisational skills.</p> <p>Prioritise competing tasks effectively.</p> <p>Good interpersonal, telephone and communication skills.</p> <p>Self-motivated to work with minimal supervision.</p> <p>Good negotiating and problem-solving skills.</p> <p>Competent IT skills, including in the use of Microsoft Excel, Word, Outlook, and PowerPoint.</p> <p>Good commercial awareness.</p> <p>Working within a team of professional and technical staff.</p> <p>Full UK driving license with access to car.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Signed..... Date.....

