

## Role Description

<b>Role title</b>	Estates Surveyor
<b>Directorate</b>	
<b>Reporting to</b>	
<b>Grade</b>	Grade 10
<b>Evaluation ref</b>	RP065
<b>Role Purpose</b>	<p>To manage and deliver a range of estates casework to deliver strategic outcomes for the council, ensuring the council's estate is managed and developed effectively. Undertakes statutory, accounting and commercial valuations as applicable; provides professional real estate advice to senior managers and client departments.</p>
<b>Key results area</b>	<b>Accountability</b>
Corporate responsibilities	<p>Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.</p> <p>Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.</p>
Acquisitions and disposals	<p>Develops acquisition or disposal options to meet a wide range of client / organisational requirements.</p> <p>Analyses and evaluates complex technical information to develop commercial judgements and provide professional advice to a variety of internal stakeholders (senior managers and elected members).</p> <p>Negotiates terms for acquisition or disposal of sites (freehold / leasehold, release of covenants) to ensure best value is obtained.</p> <p>Identifies, co-ordinates manage external and internal stakeholders and suppliers/advisors to ensure cases and schemes are progressed effectively.</p>



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	<p>Works independently and is accountable for caseload and transactions, with supervision on cases with higher levels of value, complexity, risk or specialism.</p>
Landlord and tenant management	<p>Manages and delivers a wide landlord and tenant caseload (lease renewals, rent reviews, new leases) to maximise yield &amp; commissioned outcomes from the council's tenanted asset base.</p> <p>Negotiates terms for new leases, renewals or disposals.</p> <p>Co-ordinates and manages multiple stakeholders, agents and advisors to progress casework efficiently and effectively.</p> <p>Maintains effective case management systems and lease data to ensure asset records are up to date.</p> <p>Works independently and is accountable for caseload and transactions, with supervision on cases with higher levels of value, complexity, risk or specialism.</p>
Valuations	<p>Carries out basic valuations in accordance with professional 'red book' standards, to support commercial judgements or year-end accounts.</p> <p>Supports more complex valuations under the supervision of senior professional staff.</p>
Asset development	<p>Develops and implements strategies and plans to improve site value or to utilise estate to achieve strategic objectives for smaller, stand-alone sites with less complexity.</p> <p>Co-ordinates multi-disciplinary internal and external advisors / suppliers / developers to secure planning consents.</p> <p>Supports larger scale site development projects under supervision / guidance.</p>
Asset Management Strategy	<p>Works with a wide range of clients and internal professionals to understand council / community needs and objectives in relation to asset management strategy.</p> <p>Analyses and evaluates market, building condition and other information to develop recommendations and options for individual asset reviews.</p> <p>Provides professional estates advice and input as required for area or service-wide asset strategies.</p>
Property Management	<p>Accountable as lead client for the day-to-day management of a portfolio of tenanted or non-operational assets.</p> <p>Co-ordinates and commissions internal and external suppliers to ensure buildings and sites are safe, secure and fit for purpose.</p>



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	<p>Protects the council's estate from unauthorised use, liaising with / commissioning enforcement and security suppliers as required.</p> <p>Manages and delivers a caseload of wayleave, easement and license transactions.</p> <p>Manages and delivers a caseload of external enquiries relating to asset / estate management, resolving disputes and boundary issues effectively.</p> <p>Supervises / oversees property management tasks for Estates Officers / Graduate Trainees as required, on behalf of senior / principle surveyor.</p>
<b>Dimensions of role</b>	
<ul style="list-style-type: none"><li>• Accountable for a broad caseload of real estate transactions (acquisitions, disposals, lease events) with self-directed responsibility for individual transactions valued up to c. £250,000 with limited / no supervision; would receive supervision and support above this level and with more complex transactions.</li><li>• Caseload varies dependent on size / complexity of transactions – for simple wayleaves, licences, easements holds c. 20 – 50 cases concurrently, for more complex acquisition / disposal / lease event transactions holds c. 10-20 cases concurrently.</li><li>• Accountable for property management across a large portfolio (e.g. 20-30 larger, complex sites; 100+ smaller, less complex sites).</li><li>• Plans programme of standard valuations across a portfolio of c. 50-100 assets.</li><li>• Responsible for co-ordinating / instructing a wide range (c. 20-30) of internal and external stakeholders, suppliers and specialist agents / advisors.</li><li>• All estates surveying work is carried out with a long-term planning horizon – c. 10-15 years for landlord and tenancy management; 30 years+ for acquisitions, disposals and development casework.</li></ul>	
<b>Qualification/ Knowledge / skills / experience</b>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• A level qualification (s) - <b>Essential</b></li><li>• Relevant professional qualification – Membership or Associate of the Royal Institution of Chartered Surveyors (MRICS or AssocRICS) or working towards RICS qualification (or relevant experience) – <b>Essential</b></li></ul> <p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Proven negotiation skills – <b>Essential</b></li><li>• Proven ability to deliver caseload without supervision / complex caseload with some supervision – <b>Essential</b></li></ul>	



### **Experience**

- Evidence of working with and influencing stakeholders and partners – **Essential**
- Evidence of ability to develop, analyse and evaluate data and complex legal information – **Essential**
- Confident to work on own, independently and as part of a team – **Essential**
- Experience of managing wide ranging caseloads with minimal/no supervision – **Essential**
- Knowledge of statutory regulations relating to service area and related functions - **Essential**
- Subject matter expertise and detailed professional knowledge in, developed through training, continuous professional development and post-qualification operational practice – **Desirable**
- Experience of Compulsory Purchase Order procedures – **Desirable**
- Experience of advising stakeholders and clients on complex/specialist issues relating to role - **Essential**
- Sound working knowledge of the statutory, regulatory, policy and contractual frameworks within which client service areas operate - **Desirable**

### **Notes**

Working conditions:	Regular travel to a variety of sites around Somerset, including inspection or review of a wide range of assets, some in rural areas which require some physical effort to access.
Working arrangements:	N/A