

JOB DESCRIPTION

Job Title	Senior Estates Surveyor		
Directorate	Resources and Corporate Services		
Reporting to			
Grade	9		
Evaluation ref:	RP195	Job ref:	Family
Role Purpose			
To manage, deliver and supervise a range of complex 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.			
Accountabilities			
<p>Acquisitions and disposals</p> <ul style="list-style-type: none"> • Develops acquisition or disposal options to meet a wide range of client / organisational requirements, including options for Compulsory Purchase. • Analyses and evaluates complex technical information to develop commercial judgements and provide professional advice, to client departments, senior managers, and elected members. • Negotiates terms for acquisition or disposal of sites (freehold / leasehold, release of covenants) to ensure best value is obtained. • Undertakes Compulsory Purchase Order acquisitions. Negotiates and agrees terms for the devolution of Assets / Community Asset Transfers in accordance with policy and procedures. • Identifies, co-ordinates and manages external and internal stakeholders and suppliers/advisors to ensure cases and schemes are progressed effectively. • Works independently and is accountable for caseload and transactions, including on cases with higher levels of value, complexity, risk, or specialism. Supervises the work of Estates Surveyors where appropriate. <p>Landlord and tenant management</p> <ul style="list-style-type: none"> • Manages and delivers a wide landlord and tenant caseload (lease renewals, rent reviews, new leases) to maximise yield & commissioned outcomes from the council's tenanted asset base. • Negotiates terms for new leases, renewals, or disposals, including higher value / more complex transactions. • Co-ordinates and manages multiple stakeholders, agents, and advisors to progress casework efficiently and effectively. Oversees property management tasks through line management of Estates Officers / Graduate Trainee Surveyors as required. 			

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- Maintains effective case management systems and lease data to ensure asset records are up to date.
- Works independently and is accountable for caseload and transactions, including on cases with higher levels of value, complexity, risk, or specialism. Supervises the work of Estates Surveyors where appropriate.

Valuations

- Carries out a range of valuations in accordance with professional 'red book' standards, to support commercial judgements or yearend accounts.
- Instructs and manages the work of external valuers.
- Undertakes more complex valuations in line with established procedures and guidance.

Asset Development

- Acts as subject matter expert / client on capital or development schemes, shaping outline scope and detailed design to ensure fit with applicable rental markets.
- Develops and implements strategies and plans to improve site value or to utilise estate to achieve strategic objectives, across larger / more complex sites or at sub-portfolio level.
- Co-ordinates multi-disciplinary internal and external advisors / suppliers / developers to secure planning consents.

Asset Management Strategy

- Works with a wide range of clients and internal professionals to understand council / community needs and objectives in relation to asset management strategy.
- Analyses and evaluates market, building condition and other information to develop recommendations and options for asset reviews.
- Provides professional estates advice and input as required for area or service-wide asset strategies, including leadership of area or sector specific reviews as required.

Property Management

- Overall accountability as for the day-to-day management of a portfolio of tenanted or non-operational assets.
- Oversees property management tasks through line management of Estates Officers / Graduate Trainee Surveyors as required.

Business Partnering

- Represents the Strategic Asset Management department as business partner to one or more internal client service functions (e.g. Heritage at Risk,

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Highways & Transport); develops strong working relationships and understanding of the strategic environment in which that function operates.

- Provides advice and guidance to internal client service functions, including signposting and initial advice on a range of Asset Management matters outside of specialism. Feeds service function perspective into wider asset management strategy and decision making.

Line management and professional leadership

- Line manages Estates Officers and / or Graduate Trainee Surveyors as required.
- Responsible for training and development of Graduate Trainee Surveyors, providing support and guidance and planning, managing, and allocating work to provide portfolio of experience required.
- Acts as the council's lead professional expert in sector (e.g., heritage assets, rural landlord and tenant management, right-to buy valuations, leisure services assets).

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Comprehensive knowledge of statutory regulations relating to service area and related functions.	x	
Subject matter expertise and detailed professional knowledge in area of specialism, developed through training, continuous professional development, and post-qualification operational practice.	x	
Sound working knowledge of the statutory, regulatory, policy and contractual frameworks within which client service areas operate.	x	
Experience		
Evidence of working with and influencing stakeholders and partners.	x	
Evidence of ability to develop, analyse and evaluate data and complex legal.	x	
Experience of managing wide ranging caseloads, including supervision of more junior staff.	x	
Experience of Compulsory Purchase Order procedures.		x

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Experience of advising stakeholders and clients on complex/specialist issues relating to role	x	
Qualifications / Registrations / Certifications		
A level qualification(s).	x	
Relevant professional qualification – Membership or Associate of the Royal Institution of Chartered Surveyors (MRICS)	x	
Relevant degree.		x
Registered valuer.		x
Skills		
Proven negotiation skills.	x	
Proven ability to deliver complex caseload without supervision.	x	
Confident to work on own, independently and as part of a team.	x	
Working Conditions		
<p>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.</p> <p>This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</p> <ul style="list-style-type: none"> • Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events. • Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies. • Travel: Some travel within the local area may be required for meetings, site visits, and community engagement activities. • Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources. • Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees. 		
Dimensions of the role		
<ul style="list-style-type: none"> • Accountable for a broad caseload of real estate transactions (acquisitions, disposals, lease events) with self-directed responsibility for individual transactions valued up to c. £1,000,000 with limited / no supervision; would 		

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receive supervision and support above this level and with more complex transactions.

- Caseload varies dependent on size / complexity of transactions – for acquisition / disposal / lease event transactions holds c. 10-30 cases concurrently, dependent on complexity and value.
- Supervises and is accountable for property management across a large portfolio (e.g. 50-60 larger, complex sites; 200+ smaller, less complex sites).
- Plans programme of complex valuations across a portfolio of c. 50-100 assets.
- Responsible for co-ordinating / instructing a wide range (c. 20-30) of internal and external stakeholders, suppliers, and specialist agents / advisors.
- 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.

Working Arrangements

Somerset Council's Dynamic Working Strategy will be applied to this position.

Corporate Accountabilities

To be added by Reward team.

Date: 21/01/2025