

JOB PROFILE

ESTATES SURVEYOR AND TEAM LEADER

Overview	
Post No.	COTD089
Grade	Grade 6 £43,693 - £48,710
Directorate	People & Commercial Services
Service Area	Commercial Services & Contracts
Team	Estates
Reporting to	Head of Estates

The Job
Responsible for the day-to-day management of the Estates team in carrying out all aspects of the management of the Council's tenanted residential, non-residential and operational property portfolios including providing property advice to other business units.

Generic Accountabilities of the Role
<p>Oversee a team of two senior estates surveyors and two Technical/Property officers. Manage a diverse Property portfolio of commercial and operational assets.</p> <p>Co-ordinate and manage the Estates team and external consultants to ensure timely delivery of all work and projects to including providing staff training where necessary/required including but not limited to: -</p> <ul style="list-style-type: none"> a) carry out or manage a full range of property management activities, including lettings, lease renewals, rent reviews, lease consents, easements, wayleaves, licences, enforcement of covenants, obligations and business rates revaluations etc. b) assist the Head of Department with the delivery of corporate projects, property asset management and to provide the Council with property advice to assist and inform services. c) procure, manage, monitor and review services provided by external contractors and consultants (including managing agents where appropriate) as required by the Head of Department delegating activities to Senior Surveyors and other Estates staff as appropriate. d) procure or carry out valuations as necessary including buildings insurance reinstatement, if applicable to the post. e) lead on or assist with the acquisition and disposal of assets as required. f) ensure the maintenance and update of all property records, set up and keep current a professional procedures manual. g) prepare reports and attend meetings of Council Committees, Officer working groups and other meetings with elected Members and fellow officers as required. h) prepare proofs of evidence and written representations for submission to the Courts, Arbitrators and Experts in landlord and tenant disputes and other property matters as required. i) oversee and manage the appointment of expert witnesses in making submissions in the Courts, tribunals and other formal/quasi-judicial hearings and enquiries including appearing as an expert witness if necessary.

Other Duties
<ul style="list-style-type: none"> 1) To deputise for the Head of Department regarding property matters and stand in at all relevant meetings (including Cabinet meetings and other formal meetings) as required. 2) Participate in the Council's staff appraisal process and undertake appropriate training and development of staff. 3) Ensure that all duties are carried out in compliance with all statutory and legal requirements and the Authority's procedures and processes. 4) Remain updated with technological, legal and professional practice developments in the field of general practice surveying/commercial property management. 5) The post holder will be required to provide out of hours emergency support on a rota basis for which an allowance will be paid.

- 6) Undertake such other work and duties as the Head of Department may from time to time reasonably require.

Special Conditions

The grade for this post is determined by Job Evaluation.

Professional and Personal Attributes	
Qualifications Educational and Professional	<ul style="list-style-type: none"> The post holder is required to be a full member of RICS with MRICS status or bachelor's degree or equivalent in a Real estate Discipline. Continual professional development to maintain skills. High level of literacy and numeracy
Knowledge	<ul style="list-style-type: none"> Demonstrable knowledge of commercial property management Excellent knowledge of Landlord & Tenant Act Understanding of property law, valuation methods and property dynamics Knowledge of best practice in asset management Knowledge of best procurement practices and of procurement within the public sector
Experience	<ul style="list-style-type: none"> Experienced general practice surveyor at a senior level. Relevant experience in building surveying in a commercial property environment and some experience of working within the public sector. Experienced in procuring and managing third party services. Management of a Commercial Surveying team
Political Skills	<ul style="list-style-type: none"> Proven interpersonal and analytical skills. Able to solve problems creatively. Excellent negotiation skills Able to communicate effectively in writing and orally to members, officers and the public. Able to contribute positively as a team member both as a team leader and as part of a team
Personal Behaviours	<ul style="list-style-type: none"> Self-motivated, flexible and enthusiastic. Motivate and develop staff. Able to work on own initiative as well as part of a cross-cutting team. Good customer focused skills and commitment to customer excellence Ability to plan and co-ordinate a wide range of tasks
Other	<ul style="list-style-type: none"> Full driving licence and use of own vehicle. Able and willing to undertake work outside normal office hours if necessary

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.