**Gravesham Borough Council**

**Division:** Communities

**Department:** Property Services

**Post Title:** Estates Surveyor

**Grade:** POB/C 30-36

(Salary bar subject to qualification and competency)

**Responsible to:** Estates and Valuation Manager

**Purpose of Job:**

Responsible to the Estates and Valuation Manager for:

1.1 All aspects of management in respect of the Council’s commercial property portfolio (operational and investment).

1.2 Undertaking property reviews.

1.3 Strategic advice on the Council’s property investment strategy.

1.4 The property management and development functions of the Council.

**Job Description**

2. **Job Activities**

2.1 To undertake the effective day to day property management of the Council’s commercial property portfolio ensuring maximisation of revenue return and tenants’ compliance with lease terms.

2.2 To appoint, manage and liaise with external professional advisors as appropriate.

2.3 To provide strategic property advice on major projects, development opportunities and the Council’s investment strategy.

2.4 To negotiate lease renewals, lease re-gearings, rent reviews, assignments and other landlord and tenant matters.

2.5 To co-ordinate regular reviews of all Council ownership in property with a view to identifying opportunities for potential disposal and selective acquisition.

2.6 To undertake, supervise and commission the valuation of interests in property including insurance, estimates, red book asset and RTB Housing Act valuations.

2.7 To give advice on all aspects of the Council’s property holdings to ensure that the Council’s property interests are protected.

2.8 To prepare reports for Senior Officers or Members of the Council on any matters within the caseload.

2.9 To establish and maintain good working relationships with other Council officers particular those with property related functions.

2.10 To establish and maintain good working relationships with external agencies, other local authorities and the private sector (estate agents, surveyors, developers etc) to facilitate the exchange of market and best practice information around asset management.

3. **General**

3.1 To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management, including occasional attendance at evening meetings if required.

3.2 To participate as required in the Council’s Emergency Planning Operations which may involve duties outside the post holder’s normal job description and contracted hours.  In the event that an incident has occurred which disrupts the council’s ability to deliver it’s critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder’s competencies in other departments and/or at other locations.

3.3 A commitment and contribution to the Council’s Equal Opportunities Policy is an essential requirement of the post.

3.4 The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instruction from senior members of staff under that Act or any Council or Departmental Codes of Practice or Procedures.

3.5 The post holder must ensure that data quality and integrity is maintained and that data is processed in accordance with council policy, the Data Protection Act, the Freedom of Information Act and other legislation

3.6 The post holder will comply with Statute and Council Policy in all respects.

3.7 An awareness and commitment to section 17 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the Local Authority.

3.8 A commitment to excellent customer service and the values of the Council.

**PERSON SPECIFICATION FOR ESTATES SURVEYOR**

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| **Characteristic** | **Specification** | |
|  | **ESSENTIAL** | **DESIRABLE** |
| **SKILLS/ABILITIES**  (Specific skills and abilities required to undertake the duties) | Excellent written, verbal and interpersonal communication skills required for dealing with and motivating a range of personnel including colleagues, members, residents/tenants and partner organisation.  Negotiation skills  Proven working knowledge of IT packages including Word, Excel, internet and databases. | Demonstrable ability to work unsupervised and on own initiative, within deadlines and to procedures. |
| **KNOWLEDGE**  (Particular knowledge which will be necessary to perform the work effectively, e.g. of specific legislation or regulations) | Valuation and Property Management. Knowledge of the Landlord and Tenant Act 1954. | Experience of dealing with commercial agency, acquisitions, development or end of lease works. |
| **QUALIFICATION /**  **TRAINING**  (Educational/vocational qualifications and other training)  Verification will be required | Chartered Surveyor (MRICS or FRICS) | Member of or eligible to join the RICS Valuers Accreditation Scheme. |
| **EXPERIENCE**  (Level and type of previous experience) | Recent experience of managing commercial property. | Local Authority experience  At least 2 years’ post qualification general practice experience. |
| **QUALITIES**  (Particular qualities necessary to carry out the works, e.g. ability to work under pressure or work co-operatively in a team) | Will have a considerable impact on the effectiveness and credibility of the Strategic Property Team.  Ability to adapt quickly to demands and readily accept changing situations. |  |
| **SPECIAL CONDITIONS**  (e.g. willingness to work unsocial hours or wear a uniform) | Full clean driving licence with the use of a car during working hours. |  |