

# Job Description

## Job Role: Estates Surveyor

## Service: Property Services

Role Structure	Role Details
Directorate:	Economy & Environment
Grade:	HC09
Location:	Flexible
Responsible to:	Commercial and Investment Manager

### Main purpose of the role

To assist in the management of the Council's property portfolio as part of the Estates Management team, including providing support in respect of landlord and tenant management including lease negotiations, rent reviews, and lease renewals, as well as stewardship of the Council's assets. Develop, maintain and implement asset reviews and rationalisation programmes to make efficient use of Council assets, whilst working with partner and community organisations to optimise use and income. Also, providing professional advice to other departments in the delivery of corporate and Council objectives.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> <li>Valuation assessments and appraisals of all types of property either owned, rented or under consideration by the Council, or on behalf of the Council.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>To negotiate in respect of all property-related disposals and acquisitions on behalf of the Council, as required.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>To manage the Council's property holdings in respect of Landlord and Tenant matters (leases – new and renewals, rent reviews, assignments, dilapidations, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>To instruct agents/solicitor/other public sector bodies in property matters.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>To assist in commissioning services in respect of the Council's owned properties or those likely to be acquired.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> <li>To update valuations in respect of the asset register, as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>To deal with queries and problems in respect of Council's land and property ownerships from other departments, Councillors and members of the public.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>To assist in the maintenance and updating of the land ownership terrier including input and interrogations of data/information/ records.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>To write record of officer decisions and assist in writing of reports for Cabinet/Cabinet Member, Executive committees and working parties.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>To provide professional advice and/or commission professional services in respect of land and property issues as required, to the Council and external clients.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>To assist in producing property reviews including feasibility studies and in drawing up the Delivery Programme and rationalisation, maintenance and asset plans and in providing information for ad hoc initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>To manage the community asset transfer process with community groups and Members.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>To represent Property Services as requested, on council-wide working groups.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>To assist Commons Registration with the management of Common land and Village Greens and registers in accordance with the Commons Act 2006.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>General liaison with tenants including authorisation of minor repairs.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>To undertake the disposal of surplus property assets through open market and community asset transfer processes.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>To manage the sales of small parcels of land including land, buildings and open space.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> <li>Measuring property in accordance with the RICS Code of Measuring Practice.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>To support the implementation of the asset management process, to include space audits, analysis of utilisation rates, actions arising from strategic asset planning review of Service area requirements / asset plans.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>



## Person Specification

Requirements	Essential or Desirable	Identified by  A – Application I – Interview
<b>Qualifications and Training</b>		
<ul style="list-style-type: none"> <li>Educated to degree or equivalent in valuation and estate management.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Member of the Royal institution of Chartered Surveyors.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Required CPD hours (20 per annum)</li> </ul>	Essential	A, I
<b>Experience &amp; Knowledge</b>		
<ul style="list-style-type: none"> <li>Previous experience of estate management, including the interpretation of legal documents, maps and plans.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Previous experience of lease renewals, rent negotiations, compensation and dilapidation negotiations.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Previous experience of acquisitions and disposals</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Previous experience of estate and asset management.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Knowledge of relevant legislation, case law and codes of practise, including Local Government Act and Localism Act.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Experience of working within a fast paced and multi-stream property environment</li> </ul>	Essential	A, I

Requirements	Essential or Desirable	Identified by  A – Application I – Interview
<ul style="list-style-type: none"> <li>Experience of working with Councillors, Senior figures (MP,s CEO,s Management) and external bodies and community organisations</li> </ul>	Desirable	A, I
<ul style="list-style-type: none"> <li>Knowledge of community asset transfers and Assets of Community Value legislation.</li> </ul>	Desirable	A, I
<ul style="list-style-type: none"> <li>Experience of working within a procedural framework and strategic asset planning principles.</li> </ul>	Essential	A, I
<b>Skills and Abilities</b>		
<ul style="list-style-type: none"> <li>Ability to relate and communicate effectively with members of the Council, the community, service users, external bodies and officers.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Ability to work individually as well as working effectively within a team</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Ability to plan and manage own workload in order to achieve deadlines</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Ability to take a vision and concept and drive through to delivery</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Analytic ability</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Professional and positive approach</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Diligent with attention to detail</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Ability to cope under pressure</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Collaborates well</li> </ul>	Essential	A, I

Requirements	Essential or Desirable	Identified by  A – Application I – Interview
<ul style="list-style-type: none"> <li>Self-motivated &amp; self-sufficient</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Effective communicator at all levels</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Team player and able to work on own initiative</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Assertive, adaptable, and creative</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>A can do attitude and willingness to go the extra mile when required</li> </ul>	Essential	A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust** - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty** - Demonstrating truthfulness, integrity, and transparency in all communications,





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decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility** - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity** - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value** - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy** - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

