

# 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                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Valuation assessments and appraisals of all types of property either owned, rented or under consideration by the Council, or on behalf of the Council.          | <input type="checkbox"/> Daily       |
| <input type="checkbox"/> To negotiate in respect of all property-related disposals and acquisitions on behalf of the Council, as required.                                               | <input type="checkbox"/> As required |
| <input type="checkbox"/> To manage the Council's property holdings in respect of Landlord and Tenant matters (leases - new and renewals, rent reviews, assignments, dilapidations, etc.) | <input type="checkbox"/> Daily       |
| <input type="checkbox"/> To instruct agents/solicitor/other public sector bodies in property matters.                                                                                    | <input type="checkbox"/> Daily       |
| <input type="checkbox"/> To assist in commissioning services in respect of the Council's owned properties or those likely to be acquired.                                                | <input type="checkbox"/> As required |



| Key Duties and Responsibilities                                                                                                                                                                                                               | Frequency of Task                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> To update valuations in respect of the asset register, as necessary.                                                                                                                                                 | <input type="checkbox"/> As required |
| <input type="checkbox"/> To deal with queries and problems in respect of Council's land and property ownerships from other departments, Councillors and members of the public.                                                                | <input type="checkbox"/> Daily       |
| <input type="checkbox"/> To assist in the maintenance and updating of the land ownership terrier including input and interrogations of data/information/ records.                                                                             | <input type="checkbox"/> As required |
| <input type="checkbox"/> To write record of officer decisions and assist in writing of reports for Cabinet/Cabinet Member, Executive committees and working parties.                                                                          | <input type="checkbox"/> As required |
| <input type="checkbox"/> To provide professional advice and/or commission professional services in respect of land and property issues as required, to the Council and external clients.                                                      | <input type="checkbox"/> As required |
| <input type="checkbox"/> 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. | <input type="checkbox"/> As required |
| <input type="checkbox"/> To manage the community asset transfer process with community groups and Members.                                                                                                                                    | <input type="checkbox"/> As required |
| <input type="checkbox"/> To represent Property Services as requested, on council-wide working groups.                                                                                                                                         | <input type="checkbox"/> As required |
| <input type="checkbox"/> To assist Commons Registration with the management of Common land and Village Greens and registers in accordance with the Commons Act 2006.                                                                          | <input type="checkbox"/> As required |
| <input type="checkbox"/> General liaison with tenants including authorisation of minor repairs.                                                                                                                                               | <input type="checkbox"/> Daily       |



|                                                                                                                                           |                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> To undertake the disposal of surplus property assets through open market and community asset transfer processes. | <input type="checkbox"/> As required |
| <input type="checkbox"/> To manage the sales of small parcels of land including land, buildings and open space.                           | <input type="checkbox"/> As required |

| Key Duties and Responsibilities                                                                                                                                                                                                                  | Frequency of Task                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Measuring property in accordance with the RICS Code of Measuring Practice.                                                                                                                                              | <input type="checkbox"/> As required |
| <input type="checkbox"/> 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. | <input type="checkbox"/> Daily       |
| <input type="checkbox"/> 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.                                            | <input type="checkbox"/> Daily       |



## Person Specification

| Requirements                                                                                                                        | Essential<br>or<br>Desirable | Identified by<br><br>A – Application<br>I – Interview |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------|
| <b>Qualifications and Training</b>                                                                                                  |                              |                                                       |
| <input type="checkbox"/> Educated to degree or equivalent in valuation and estate management.                                       | Essential                    | A, I                                                  |
| <input type="checkbox"/> Member of the Royal institution of Chartered Surveyors.                                                    | Essential                    | A, I                                                  |
| <input type="checkbox"/> Required CPD hours (20 per annum)                                                                          | Essential                    | A, I                                                  |
| <b>Experience &amp; Knowledge</b>                                                                                                   |                              |                                                       |
| <input type="checkbox"/> Previous experience of estate management, including the interpretation of legal documents, maps and plans. | Essential                    | A, I                                                  |
| <input type="checkbox"/> Previous experience of lease renewals, rent negotiations, compensation and dilapidation negotiations.      | Essential                    | A, I                                                  |
| <input type="checkbox"/> Previous experience of acquisitions and disposals                                                          | Essential                    | A, I                                                  |
| <input type="checkbox"/> Previous experience of estate and asset management.                                                        | Essential                    | A, I                                                  |

|                                                                                                                                              |           |      |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|
| <input type="checkbox"/> Knowledge of relevant legislation, case law and codes of practise, including Local Government Act and Localism Act. | Essential | A, I |
| <input type="checkbox"/> Experience of working within a fast paced and multi-stream property environment                                     | Essential | A, I |

| Requirements                                                                                                                                                    | Essential or Desirable | Identified by<br>A – Application<br>I – Interview |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------------------|
| <input type="checkbox"/> Experience of working with Councillors, Senior figures (MP,s CEO,s Management) and external bodies and community organisations         | Desirable              | A, I                                              |
| <input type="checkbox"/> Knowledge of community asset transfers and Assets of Community Value legislation.                                                      | Desirable              | A, I                                              |
| <input type="checkbox"/> Experience of working within a procedural framework and strategic asset planning principles.                                           | Essential              | A, I                                              |
| <b>Skills and Abilities</b>                                                                                                                                     |                        |                                                   |
| <input type="checkbox"/> Ability to relate and communicate effectively with members of the Council, the community, service users, external bodies and officers. | Essential              | A, I                                              |
| <input type="checkbox"/> Ability to work individually as well as working effectively within a team                                                              | Essential              | A, I                                              |
| <input type="checkbox"/> Ability to plan and manage own workload in order to achieve deadlines                                                                  | Essential              | A, I                                              |



|                                                                                               |                                       |                                                              |
|-----------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Ability to take a vision and concept and drive through to delivery   | Essential                             | A, I                                                         |
| <input type="checkbox"/> Analytic ability                                                     | Essential                             | A, I                                                         |
| <input type="checkbox"/> Professional and positive approach                                   | Essential                             | A, I                                                         |
| <input type="checkbox"/> Diligent with attention to detail                                    | Essential                             | A, I                                                         |
| <input type="checkbox"/> Ability to cope under pressure                                       | Essential                             | A, I                                                         |
| <input type="checkbox"/> Collaborates well                                                    | Essential                             | A, I                                                         |
| <b>Requirements</b>                                                                           | <b>Essential<br/>or<br/>Desirable</b> | <b>Identified by</b><br><br>A – Application<br>I – Interview |
| <input type="checkbox"/> Self-motivated & self-sufficient                                     | Essential                             | A, I                                                         |
| <input type="checkbox"/> Effective communicator at all levels                                 | Essential                             | A, I                                                         |
| <input type="checkbox"/> Team player and able to work on own initiative                       | Essential                             | A, I                                                         |
| <input type="checkbox"/> Assertive, adaptable, and creative                                   | Essential                             | A, I                                                         |
| <input type="checkbox"/> A can do attitude and willingness to go the extra mile when required | 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, 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.

