

# Job Description

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## 1. Job Details

Job Title: Principal Estates Surveyor

Post Number: PRIESTSURV

Directorate: Resources

Section: Property and Estates

Tier: 4, Grade: G

Responsible to: Property & Estates Manager

Responsible for: N/A

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## 2. Job Purpose

- Provide a land and property management and valuation service to the Council and its departments.

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## 3. Main Responsibilities

- Provide expert estate and asset management advice on behalf of the Borough Council. Reviewing the Council's land and property holdings ensuring preparation, development and delivery of the Council's Asset Management Plan.
- Ensure that Capital Asset valuations of land and property are carried out in accordance with RICS requirements and reports prepared as required. Assist in the updating and maintaining of the Council's asset register.
- Monitor the condition of the Council's land and property, liaising with the Council's Property Officers and Engineering Officers to ensure repair and maintenance work is carried out to the required standard and within budget.
- Undertake the management of the negotiations for the sale, purchase, lease, or the temporary use of land and buildings for the Council and co-ordinate arrangements through to completion. Ensure tenants are complying with legislation as appropriate. (e.g. health & safety, insurance)
- Support the Asset Management planning process including performance monitoring, marketing and disposal of vacant land and property.
- Undertake the day-to-day estate management in respect of the Council's portfolio and deal with encroachments, boundary disputes and other land ownership issues.
- To manage the Council's Asset Management System Software (ELF) and assist with the collection of corporate land and property data.

- To set a programme and manage workloads to ensure that all rent reviews, lease renewals, and other professional events are dealt with in adequate time, including the management of lettings.

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#### **4. Decision making**

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#### **5. Financial Responsibilities**

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#### **6. Key Contacts**

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#### **7. Standard Clauses**

##### **Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

##### **Equality and Diversity**

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

##### **Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

##### **Performance Management**

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

##### **Confidentiality**

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in

its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

**Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

**Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

**Disclosure and Barring Checks**

In those posts where post holders have access to either children, vulnerable adults or highly confidential information a Disclosure and Barring check will be undertaken prior to that person's appointment to the job.

**Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by: Neil Kellogg, Property and Estates Manager**

**Date: February 2009**

Minor revisions made by Tom Haddock, Property & Estates Manager on 12 September 2019

**Version: 1.2 – 12 September 2019**

**I understand and accept the job duties and responsibilities contained in this job description.**

**Signed..... Dated.....**

# Person Specification

JOB TITLE: Principal Estates Surveyor POST NO: ????

Essential Criteria	Assessment	Desirable Criteria	Assessment
<b>EXPERIENCE</b>			
Commercial property and land valuations and negotiations.	A I D	Knowledge of funding from development agencies.	I
Working knowledge of all relevant legislation, statutory guidance and professional standards including the Landlord and Tenant Act 1954.	A I D T	Commercial and industrial development experience.	I T
Relevant previous post qualification experience of property and asset management.	A I D T	Experience of working in local government.	A I
Computer literate with experience of Geographical Information Systems (G.I.S).	A I	Demonstrable working knowledge of health and safety legislation	A I T
<b>QUALIFICATIONS</b>			
A RICS accredited degree or diploma in Estate Management.	D	A RICS Registered Valuer	D
Membership of the Royal Institution of Chartered Surveyors.	D		
<b>SKILLS &amp; KNOWLEDGE</b>			
Ability to work and co-operate with staff at all levels.	I		
Good communication and customer care skills	A I		
Effective report writing and presentation skills.	D I T	Full driving licence.	D
Ability to work under pressure.	I		

Assessment: **A** – Application Form    **I** – Interview    **T** – Test    **D** – Documentation

Version: 1.2      12 September 2019