



ESTATES SURVEYOR

Reports to:	Senior Estate Surveyor		
Department:	Property & Assets	Grade:	PO4
DBS Status:	N/A	Politically restricted:	No

Job Purpose:

- To assist in providing professional advice and support in respect of the management of the council's estate and provide general estate management, acquisition and valuation services to the Council.
- To manage a portfolio of commercial property, undertaking all relevant professional property work such as rent reviews, renewals and lettings.
- To manage various acquisition programmes and support on a broad range of property issues.
- To negotiate price, commission market valuation and surveys and to carry out financial and technical appraisals on a wide variety of programmes.

Values

Collaborate proactively.
 Lead inclusively.
 Embrace change.
 Be bold and curious.
 Celebrate and share our success.

Job specific roles and responsibilities

1. To manage acquisitions programme, identify, negotiate and manage refurbishment.
2. To undertake all relevant professional property work and manage the buying process to completion.
3. To formulate innovative solutions to complex property problems to ensure maximum benefit to the Council
4. To act as a focal point for members in relation to a designated area of the Borough establishing an awareness of local issues and assisting members with queries
5. To produce market value, rental and capital valuations
6. To carry out more complex valuations involving DCF and DRC and other assets valuations in accordance with the RICS Red Book

7. To work as part of a multi-disciplinary project team providing property advice and contributing to the overall project objective
8. Directly responsible for acquisitions of a portfolio of properties
9. Responsible for circa 100 council properties with a Capital Asset value circa £100m
10. Responsible for the instruction and supervision of contractors and professional property consultants
11. To represent the Council at Court and initiate legal action as required, in protection of council land and assets.
12. To support the work of the Property Unit in strategic property asset management at corporate and service levels, with particular regard to estates management and valuation work undertaken by the Council or in partnership with others.
13. To manage the development of and ensure regular monitoring and reporting on the effectiveness and efficiency of the Council's standards, systems, processes and practices with particular regard to estates management and valuation work.
14. To assist in the continued development of the property client role of the Property and Asset Management Unit with particular regard to estates management and valuation work.
15. To manage the portfolio as corporate landlord to ensure the Council maximises revenue opportunity and minimises expenditure
16. Has responsibility for Health & Safety matters arising from the Council's property portfolio
17. To manage and deliver acquisition programmes including inspection, and project management of leasing/letting, purchase, improvements, sale, valuation and disposals
18. To provide, where appropriate, estates services in the delivery of property work to include but not limited to Ratings work including lodging of appeals to the District Valuer, Estate management of the Voluntary Organisations portfolio. Landlord and tenant/ property management e.g. management of the Council's leased estate and of its commercial estate, whilst undertaking rent reviews, lease renewals and licence works
19. Manage the council's commercial estate by providing professional expertise for the management of the Council's property portfolio, in association and under the direction of the Senior Surveyor.
20. Ensuring licensees and leaseholders comply with their obligations under the terms of the agreement and assisting with regular asset valuations of approximately one fifth of the public stock every year and updating insurance, development, rating and open market valuations as required whilst undertaking more complex capital asset valuations when necessary
21. Advising the Council on options for alternative usage, acquisition and disposal of assets advising on terms of leases, licences and rentals and assisting with maintenance of the Asset Register.

22. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults
23. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
24. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
25. Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (Key skills)

Knowledge

- Knowledge and understanding of IT and office processes
- An awareness of the importance of health and safety (both personal and compliance)
- Knowledge of property buying process
- Detailed knowledge of Landlord and Tenant legislation and best practice. (E)
- Knowledge of the London property market including trends and values
- Knowledge of construction methods including development agreements
- Knowledge of varying valuation methods and their application

Experience

- Track record of delivering property services and advice in a similarly large and complex political organisation.
- Delivering acquisition programmes including inspection, leasing/letting, purchase, improvements, sale, valuation and disposals
- Experience of managing or assisting to manage property portfolios on behalf of a landlord (E)
- Experience of managing or assisting to manage property outgoings and income
- Experience of working with people, partnership working, operational property work. (E)
- Sound experience of working in a multi-cultural environment.
- Experience of using a computerised database to store and retrieve information plus AutoCAD, MS Outlook, Excel & MS Word. (E)
- Experience of producing or assisting with the production of information and reports

Qualifications

N/A

Skills and Abilities

- Able to manage people, performance and budgets
- Ability to communicate clearly verbally and in writing and provide reports to senior officers
- Excellent interpersonal skills and the ability to build strong working relationships with a wide variety of internal and external contacts
- Ability to work accurately under pressure
- Willingness and ability to take on additional training when required
- Ability to work outside of normal office hours, when requested, to deal with emergencies and/or late meetings
- A good understanding of and commitment to the principles of Equal Opportunities
- A good understanding of and commitment to the principles of good customer service
- A knowledge of Health & Safety at Work Act with particular attention to responsibilities around landlord and tenant obligations

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs