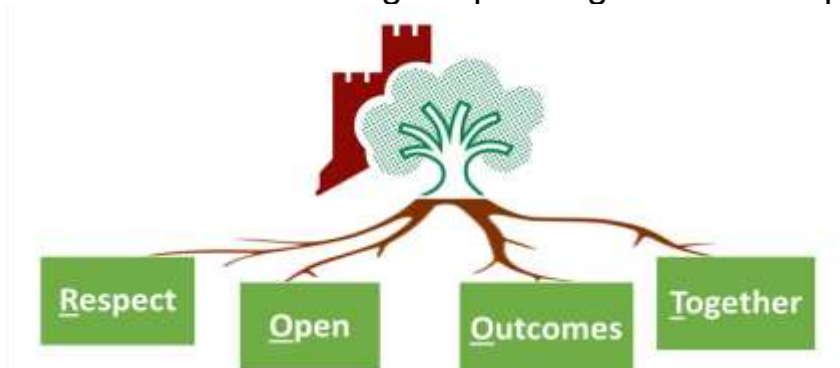


JOB DESCRIPTION



DIRECTORATE	Deputy Chief Executive
SERVICE	Estates
POST NUMBER	TBC
POST TITLE	Estates Surveyor
POST GRADE	PO1
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Strategic Asset and Estates Manager
RESPONSIBLE FOR	Administration Assistant
JOB PURPOSE	To support the Council in the management and administration of its land and property assets

RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

MAIN AREAS OF WORK	
1	Responsible for general estate management of the Councils land and property assets; including negotiating detailed terms and delivering new lettings, rent reviews, lease renewals, licences & easements.
2	Monitor and ensure statutory compliance is maintained across the Council's non-operational assets.
3	Respond as appropriate to enquiries from the public and from elected Members, and provide information regarding property issues

	as required to Corporate Management Team, to other Council services and to external advisors
4	Liaise with property occupiers, understand their businesses and work towards minimising vacancies, including the potential to 'slide puzzle' occupiers to alternate better suited, long term premises. This will include investment, operational and recreational occupiers.
5	Conduct 'Block Studies' of all properties under management to assess planning potential, viability for enhancement, including potential redevelopment. Prepare business cases and development appraisals and make recommendations to the Senior Leadership Team and Committee Members as required.
6	Oversee the production of a business plan and implement this for all open spaces that are considered potentially redundant. Identify alternate opportunities such as biodiversity credit schemes, electric charging stations, disposal of land to adjoining farms or parcelled for private residential development.
7	In relation to Operational Property, gain a detailed understanding of Department operational needs and assist Departments to 'right size'. Assist with identifying surplus space as well as genuinely constrained spaces and using your holistic knowledge of the entire property portfolio take a lead with the preparation of business cases and justifications to contract or expand Department operational spaces as appropriate.
8	Carry out inspections of properties to identify repairs, maintenance and dilapidations, encroachments etc and take appropriate action;
9	Liaise with the Council's finance and legal functions with regard to the recovery of rent arrears and other debts
10	Support the delivery of the Council's Asset Strategic Management Plan, including medium and long term solutions
11	Support the delivery of the Council's Corporate Plan objectives, including delivery of the Fit for the Future priorities and the Making the Most of Our Assets workstream.
12	Oversee the Council's property database to ensure that records are accurate, up to date and complete and compliant with statutory requirements.
13	Assist the preparation and monitoring of service plans and budgets, and to ensure financial arrangements are maintained in accordance with the Council's Financial Regulations.
14	Support the commissioning and preparation of external valuations for the Council's annual accounts.
15	Line management of the Estates Administrator or other support staff within the Estates team.
16	Assist in preparation of reports to Council committees and to senior management
17	When required and as part of the generic working, work with other Services and Directorates in support of the Council's overall objectives and projects

18	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual
19	To undertake any other duties for which the postholder is competent which the Director of Business Operations considers necessary for the effective and efficient delivery of the Council's services
LOCATION:	The role can largely be conducted remotely, not least as frequent inspections of premises is required. The main base is at the Town Hall in Bexhill however, the postholder may be required to work elsewhere in the District either temporarily or permanently.
FUTURE CHANGES IN DUTIES:	The job description describes the current duties of the post for use, inter alia, for job evaluation in accordance with the Council's job evaluation scheme. Changes to the job may occur from time to time. Relatively minor changes which do not alter the general character of the duties or the level of responsibility will not normally give rise to a need to re-evaluate the post. However, if a substantial amendment to the duties and responsibilities occurs this will entail a new evaluation of the post for grading purposes in accordance with the HAY scheme.

RDC Value	Behaviour	Description
Respect	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
Open	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
Outcomes	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
Together	Communicates	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

PERSON SPECIFICATION

POST TITLE	Estates Surveyor	
DIRECTORATE	Deputy Chief Executive	
SERVICE	Estates	
POST GRADE	PO1	
		Essential
		Desirable
Qualifications		
Degree in relevant subject		X
RICS accredited		X
Experience		
Minimum five years' experience in commercial property management	X	
Experience within a Local Authority or other public sector environment		X
Experience in managing estate terrier / property management records		X
Negotiation of commercial leases, rent reviews etc.	X	
Preparing reports and recommendations on property management issues	X	
Experience of line management of staff		X
Skills and Abilities		
Ability to communicate and influence at all levels	X	
Ability to write clear and concise correspondence and reports	X	
Effective working as part of a team	X	
Good customer care	X	
Strong negotiation skills	X	
Good presentation skills		X
Time Management skills	X	
Intelligence and data gathering and analysis	X	
Able to work effectively under pressure and deal with unforeseen and urgent demands	X	
Demonstrable computer literacy including Word, Excel and Outlook	X	
Training		
Current driving licence	X	
Evidence of IT training, where appropriate		X
Relevant CPD		X
Project Management		X
Customer Service		X
Knowledge		
Understanding of landlord & tenant law and practice	X	
Understanding of property & contract law and its application in an estate management context	X	
Understanding of planning law and practice		X

Understanding of property valuation and practice	X	
Understanding of building construction and maintenance		X
Knowledge of current statutory compliance legislation	X	
Understanding of data protection legislation		X

October 2024