

**Job Description**

**Estates Surveyor**

**Career Grade Level 8 - 12**

**Responsible To: Responsible For:**

Estates and Assets Manager

**About the job:**

You will be working within a multi-disciplinary property services team to ensure that a professional Property Management service is provided through the management of commercial property assets.

You will work closely with and be fully supported by the team to develop the necessary knowledge, experience and skills. The Council will also support you to achieve MRICS accreditation.

You will commence the role at Level 8 supporting routine and basic estates work and quickly moving towards leading on estates management in line with qualifying as a fully qualified Estates Surveyor.

You will progress to:

* Level 10 once you have obtained the necessary experience to start the APC process to achieve professional MRICS qualification. Applicants with this level of experience will start at Level 10.
* Level 12 once you have achieved professional MRICS accreditation. Applicants with this level of experience will start at Level 12.

All this progression is subject to a management assessment that will evaluate whether you have developed your knowledge and skills to a point where you are able to be responsible for supporting and undertaking more complex tasks with reduced supervision that reflects the necessary grade.

The progression to principal officer grades will require additional responsibility to manage and deliver specific projects outlined within the service business plan.

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**Role:**

To negotiate and monitor leases, carry out rent reviews and undertake property management across the councils’ portfolios.

To carry out inspections and surveys for a wide range of council assets and estates.

To undertake asset valuations across council owned estates.

To support the acquisition and disposal of assets and assist in the effective management of disputes or encroachments.

To assist in the maintenance of the Councils’ Asset Registers and asset management systems.

To support the delivery of improvement initiatives, projects and programmes.

The preparation of appropriate technical and financial reports to Senior Leadership, the Councils or their committees.

To be flexible and carry out other reasonable responsibilities and duties, which fall within the broad scope of this post.

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| **Responsibilities:**  **Team:**   * You will work with your colleagues to prioritise team objectives over individual objectives. * You will support and respect your colleagues at all times**.** * You will work together to share knowledge and experiences to improve your service. * You will participate in development activities as required.   **Corporate:**   * You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation. * You will actively engage with customer care, value for money and performance management. * Your duties will be carried out in line with our equality scheme. * You will be compliant at all times with GDPR and data protection legislation. * You will constructively participate in communication and promotional activities.   **Organisational:**   * You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role. * You will support an inclusive culture which provides opportunities for everyone to participate and progress. * You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met. * You will positively promote and represent the Council at all times. |



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| **What the successful candidate will have:**   |  | | --- | | **Qualifications**   * Educated to degree level, vocational or professional qualification or equivalent experience in related area. * Evidence of continuing professional development. * A current full driving license or equivalent mobility and able to carry out visits to different sites across the councils throughout the week. | | **Experience**   * Experience of asset valuation, acquisition and disposal. * Experience of negotiating and monitoring leases. | | **Knowledge, Skills & Abilities**   * Knowledge of current relevant industry standards and legislation. * Excellent communication and presentation skills both verbal and written. * Excellent IT skills including Microsoft Word and Excel. * Ability to work across teams in a positive and constructive manner to achieve results. * Excellent planning and organisation skills. | |

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.