

**Job Description**

**Senior Estates Surveyor**

**Level 14**

Full time 36.25 hours

**Responsible To:**

Estates and Assets Manager

**About the job:**

In this role you will support the Estates and Assets manager in the effective management of the councils’ estates and assets function.

**Role:**

To manage a comprehensive estates management service, covering a variety of different assets across Chorley and South Ribble, and ensuring that the councils are meeting their key priorities and legislative requirements.

To support the Estates and Assets manager in the development of asset management strategies and plans.

To support the delivery of a range of ‘business as usual’ and improvement projects and programmes, to help ensure that the councils are making the most out of their key assets and estates.

To manage the negotiation and monitoring of new leases, lease renewals, rent reviews, tenant lease queries and oversee the delivery of property management across the councils’ portfolios.

To manage and oversee asset inspections, surveys and red book valuations across Council owned estates.

To manage the delivery of the acquisition and disposal of assets and the effective management of disputes or encroachments.

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

To investigate and answer queries received from Elected Members, other Council departments and members of the public.

To assist the Major Projects Team on property and land matters.

To ensure information held within the property management system is accurate and up to date.

To support other members of the Estates Team and provide advice and assistance where necessary.

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:**

**Corporate:**

* Carry out your duties and responsibilities in line with Health & Safety Policies and associated legislation
* You will actively promote customer care, value for money and performance management
* You will manage organisational risk effectively and ensure effective governance around decision making
* 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
* You will promote an environment of continuous learning & development and professional behaviour in line with the organisations’ values and behaviours
* You will effectively manage and support change
* To ensure that all activity complies with Standing Orders and Codes of Practice

**Organisational:**

* You will be committed to the councils’ visions, values and associated behaviours, including trusting and empowering staff and colleagues. You will know what your teams’ role is in delivering this.
* You will understand and communicate the Councils’ plans ambitions and position to your team, supporting your team’s understanding and engagement in delivery.
* You will create an inclusive culture which provides opportunities for everyone to participate and progress in
* You will have effective relationships across all Directorates, with stakeholders and external partners to ensure the councils’ priorities and objectives are met.
* You will positively promote and represent the Councils at all times
* 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



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| **What the successful candidate will have:**

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| **Qualifications*** Educated to degree level, vocational or professional qualification or equivalent experience in related area.
* Professional RICS qualification – Registered Valuer status preferred but not essential.
* 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.
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| **Experience** * Experience in an estates management role.
* Experience of managing and coordinating a range of projects and programmes.
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| **Knowledge, Skills & Abilities*** Knowledge of current relevant industry standards and legislation.
* Ability to effectively negotiate leases and disputes to achieve positive outcomes.
* Ability to work across teams in a positive and constructive manner to achieve results.
* Excellent communication and presentation skills both verbal and written.
* Excellent IT skills including Microsoft Word and Excel.
* Excellent planning and organisation skills.

**You will play a key part in our organisational culture:****A LEARNING FORWARD THINKING ORGANISATION** – Plans and prioritises effectively deciding what to do and what not to do, if unsure ask**RESPECT AND INTEGRITY** – Is visible, approachable, open and honest with colleagues.**PRIDE** – Creates an upbeat, positive culture among colleagues.**TWO COUNCILS, ONE SHARED SERVICE** – Builds effective relationships outside their immediate team, with win-win relationships for all |

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