



ROLE PROFILE FOR GRADUATE OR PART QUALIFIED ESTATES SURVEYOR

Role Title: Graduate or Part Qualified Estates Surveyor

Service: Investment & Development

Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD

Reporting To: Estate and Assets Manager

Role Purpose

The key focus of this post is to support the Assets Manager in the operational management of the Council's Corporate Property portfolio ensuring that statutory and other property obligations are met, leases and tenants are managed, properties are maintained, council assets are protected and that income is maximised. This also includes ensuring the council's asset database system is maintained and up to date.

Main Duties and Accountabilities

Knowledge and Expertise

- Ability to add value to the delivery of our asset management and increase returns from property.



- With the support of the Estate Manager, manage and maintain the Council's asset management data base, making changes, updates and improvements where necessary and when requested.
- With the assistance of the Estate Manager, the ability to negotiate Leases, Licences, and heads of terms for disposal and acquisition of land and or property.
- An understanding of the terms and conditions of leases and interpretation is essential to this role.
- Assist in the renewal of leases, rent reviews and the sale of land and property.
- Help monitor the collection of rents, service charges and other income related to property.
- Assist in the delivery of the Council's Asset Management Plan.
- Support the development of best practice in conjunction with current legislation and guidance to best manage our land and property holding.
- Assist the Estate Managers provision of professional advice in relation to property projects to the Council.
- To assist with valuation advice in respect of rent, renewal, disposal and insurance for our assets.
- To help in the provision and management of project costs around disposal, development and re-generation works.
- To support the assessment of the level of planned maintenance required for Council Assets and compile a rolling program of maintenance.
- To help the Estate Manager in undertaking, participating in or advising on special projects and internal working groups as required.
- Attends meetings as required.



- Undertake any other duties as required by the Investment and Development Director and the Estate Manager.
- Monitor the latest legislation and case law to assist with the Application for Professional Competence as well as assisting the Team in gaining further relevant property industry knowledge.

Relations with People (Internal and External)

- Must develop an effective working relationship with the Estate Manager and the Investment & Development Teams.
- Must have professional working relationships with other local authorities and support partnership working.
- Must have professional working relationships with builders, contractors, the public and other stakeholders.
- Must have the ability to persuade and negotiate with people and the ability to put forward your point of view.

Creativity and Innovation

- Seek ways of ensuring that the Council gets excellent value for money from its assets
- Be creative in the uses to which assets are put and/or development opportunities
- Be innovative in the way that maintenance and other services are procured and specified
- Look for ways of working with other authorities to achieve mutual benefits.
- Be creative with solutions

Financial Accountability



- Assist in the preparation of estimates for the revenue and capital program and service charge budget.
- Ensure the Council's Financial Transactions, contracting, budgets and accounts meet with all due standards of probity and that they comply with relevant legislation, accounting codes of practice, financial regulations and standing orders.

Impact upon the Organisation & the Community

- The proper maintenance and operation of the Councils buildings is essential to ensure the safety of users and to safeguard the reputation of the council
- Income generation from assets forms a key part of the council's financial strategy.

Management & Supervisory Responsibilities

- Assist the Investment and Development team with managing contractors and consultants, setting work objectives and monitoring contractor and consultant performance.
- Maintain safe working practices and procedures to ensure compliance with health and safety requirements

General

- Attend meetings as required
- Be able to write reports and have excellent verbal and written skills
- Be aware of the rules on declaration of interests in council contracts and other activities Special Projects
- Be able to work outside in all weathers.
- Be able to access construction sites including working at heights.



- Have access to a vehicle for use during working hours.
- Enroll in the Assessment of Professional Competence at the start of employment and take reasonable steps to gain MRICS membership within the parameters provided by the RICS.
- Undertake any additional duties commensurate with the role.

Customers and Contacts

Important Internal Relationships

- Investment and Development Director
- Estate Manager
- Asset Manager
- Corporate Property Officer
- Executive Heads
- Members

Important External Relationships

- Tenants
- Members of the public
- Contractors
- Consultants
- Statutory agencies



Job Title - Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
Degree in Estate Management or equivalent RICS accredited academic surveying qualification.	Essential	Application
Prepared to work towards becoming a corporate member of the Royal Institution of Chartered Surveyors	Essential	Application, Interview

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
Academic experience across a range of disciplines for example Leases negotiations, acquisitions, disposals, rent reviews, valuations.	Essential	Application, Interview
Level of IT skills in keeping with the requirements of the job	Essential	Application, Interview
Experience of working in an asset management environment either currently or vocational job experience.	Desirable	Application, Interview
Corporate Property experience across a range of disciplines for example Leases	Desirable	Application, Interview



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Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to work as part of a small asset management team.	Essential	Interview
Ability to engage constructively with tenants, contractors, agents, other local authorities and related internal disciplines	Essential	Interview
Ability to develop working relationships with service managers and councillors	Essential	Interview

Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to see and implement income generating opportunities	Essential	Interview
Ability to maximise the use of the Council's assets	Essential	Interview
Experience of implementing new systems and procedures	Desirable	Interview

Financial Accountability

Criteria	Essential or Desirable	Application, Interview or
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		Assessment
With the support of the Asset Manager to be able to confidently negotiate leases.	Essential	Application, Interview
With the support of the Asset Manager to be able to follow council procedures in the procurement of specialist consultants/ contractors	Essential	Application, Interview
Good spread sheet skills	Desirable	Application, Interview
Databases	Desirable	Application, Interview
GIS	Desirable	Application, Interview
Microsoft Office / Excel	Desirable	Application, Interview

Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
With the support of the Asset Manager ability and confidence to manage day to day estate management functions.	Essential	Interview
With the support of the Asset Manager to assist in the creation of income generating opportunities in all aspects of the departments work	Essential	Interview
Ability to think imaginatively to devise solutions	Desirable	Interview



Additional Requirements

Criteria	Essential or Desirable	Application, Interview or Assessment
Must be a good team player	Essential	Interview
Ability to work independently with appropriate supervision	Essential	Interview
Good communication skills	Essential	Interview
Good presentation skills	Essential	Interview
Able to drive with licence and access to car	Essential	Interview
Must be confident in own abilities	Desirable	Interview

DBS Requirements

- No Check Required / Basic Check / Standard Check / Enhanced Check / Enhanced Adult & Child Barred

Please note that this is a politically restricted post.

