East Lothian Council

JOB OUTLINE	
JOB TITLE: Estates Surveyor	**JET CODE: 6347**
SERVICE: Estates Section – Strategic Asset and Capital Plan Management	
DIVISION: Partnerships and Communities - Infrastructure	
REPORTING TO: Team Manager - Estates	
RESPONSIBLE FOR: None	

JOB PURPOSE:

To assist the Team Manager – Estates to provide a professional property management and valuation service for the Council's non-housing property portfolio and to the Council as a whole.

MAIN DUTIES:

In conjunction with the Team Manager – Estates, assisting and managing the Estates function within the Strategic Asset and Capital Plan Management Service.

In conjunction with the Team Manager – Estates, undertaking comprehensive management of the Council's leased out commercial land and property portfolio.

In conjunction with the Team Manager – Estates, undertaking the rolling rent review programme.

Negotiating new leases, rent reviews, lease extensions and assignations of all complexities as both Landlord and Tenant.

Preparation of standard missives for transactions under delegated authority and liaising with Legal Services for transactions authorised by the Head of Development.

Valuation of Land and Property for Finance and other client departments.

Management of vacant surplus property and in conjunction with the Team Manager, undertaking option appraisals for the future use of land and property assets. Disposal and acquisition of land and property and negotiating the grant and acquisition of property rights as required.

Liaising with Finance and Legal Services regarding rent debts and associated eviction through Court if necessary.

Liaising with and instructing Property Maintenance regarding repairs during and at the termination of leases. Liaising with and instructing Property Maintenance regarding refurbishment/improvement of properties within the commercial portfolio.

Replying to property enquiries, including ownership enquiries from commercial tenants, members of the public, other council departments, elected members etc.

Undertaking appropriate training as required and identified by the Team Manager – Estates.

Contributing to the overall development of the Estates Section's activities, office systems, practices and procedures.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Member of the Royal Institution of Chartered Surveyors with Registered Valuer Status.

Disclosure Scotland:

- None.

Scottish Social Services Council:

- None.

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Chartered Surveyor Member of the Royal Institution of Chartered Surveyors with Registered Valuer Status CPD Record As you are required to travel to manage a workload, you must hold a current driving licence and/or have access to a vehicle	
Previous Experience (Paid & Voluntary Work)	Significant post-qualifying experience in capital and renal valuations of land and property, disposals, negotiation of rent reviews and lease renewals and other general property management tasks	Valuation and Property Management within the Public Sector Assisting trainees with the APC process
Knowledge/ Skills /Competencies	Good communication skills Good numerical skills Ability to work with property professionals in private practice and other public organisations Excellent computer skills	Knowledge of property market in East Lothian
Personal Qualities	Ability to organise a busy and varied workload Ability to present complex information and proposals to service users including tenants and client departments of the Council Ability to work on own initiative Ability to write well structured, clear and detailed reports	
Council Behaviours	We are Person Centred	

	We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	