Role Profile

Post Title:	**Estates Surveyor**
Grade:	**10**
Date Created:	**16th October 2018**

ROLE DEFINITION

To carry out all functions associated with the effective property management, valuation, lease management and landlord and tenant activity of the Council's operational and non-operational property portfolio.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Manage/deliver the Service in accordance with the Council's corporate policies and procedures and relevant strategy provision.
- Manage/deliver the service outcomes, in the most efficient and effective way, that delivers the Council's Strategic Priorities within the Council Plan and contributes to the production of Directorate Plans.
- Manage and monitor Capital and Revenue budgets as assigned and contribute to budget development.
- Lead, or contribute to, the preparation of cross-service business development plans, as required.
- Ensure the effective management and leadership of employees, where appropriate.
- Prepare and co-ordinate reports for the Council, its Committees or working parties and to attend these meetings as required.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Management of the Council's property portfolio to maximise income and support the Council's economic development activity and service led initiatives.

- Management of service charge arrangements for multi-occupied properties, retail parades, industrial estates and other non-operational property assets, all in accordance with the RICS code of practice.

- Management of rent reviews including ensuring notices are served in a timely manner and negotiating either directly or through a third-party consultant.

- Ensure lease termination notices are served in a timely manner and thereafter progress and manage or co-ordinate negotiations in respect of lease renewals, dilapidations, and marketing of void properties.

- Regularly communicate with the Council's commercial tenants in order to understand their future property requirements, identify lease performance issues and establish how the Council can improve their service as landlord.

- Working closely with other Council Officers, ensure regular inspections of the commercial property portfolio are undertaken to identify and rectify repair and maintenance issues, health and safety issues and generally to ensure all commercial properties are being managed in line with industry best practice.

- Working closely with other Council Officers in the Community Asset Transfer process.

- Progress and carry out negotiations for the disposal and acquisition of land and property.

- Prepare regular updates on all rent review, lease renewal and general property management activity.

- Ensure that all aspects of the allocated property portfolio is managed effectively, including co-ordination of all landlord and tenant activity, monitoring of rent and service charge payments, liaison with other surveyors and colleagues requiring an input to the effective operation of the Council's Commercial property portfolio.

ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	• Degree in Estates Management, Land Economics or equivalent AND Membership of the RICS	• Registered Valuer	• Application Form • Interview
Experience	• Managing a diverse and complex property portfolio	• Establishing and operating service charge accounts	• Application Form • References • Interview

	• Sales, acquisitions and lettings • Rent review and lease renewal negotiations	• Local Authority Estates environment	
Specialist Knowledge	• Commercial property leases • Property valuation and appraisal techniques	• Public service or Local Authority governance arrangements • Working knowledge of managing multi occupied properties • Community Asset Transfer process	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities	• Work on own initiative • Written and verbal communication skills • Ability to see through projects to conclusion	• Develop innovative solutions when dealing with complex property issues • Customer focus skills	• Application Form • References • Interview
Other	• Ability to work flexibly	•	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.

OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
Focus we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
Passion we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
Inspiration we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind