

JOB DESCRIPTION

POST: ASSET SURVEYOR	POST NO: RP104
DIRECTORATE/DIVISION: CORPORATE FINANCE	
SCALE: SCALE J / K (CAREER GRADE)	
ANY SPECIAL CONDITIONS: a) Career Grade Scale J - Postholder able to undertake the day to day duties with the minimum of supervision. Scale K - Postholder able to carry out full duties of the post with minimal supervision. b) The postholder shall not at any time during his/her employment (except so far as is necessary and proper in the course of employment), or at any other time after his/her employment has terminated, disclose to any person any information as to the practice details or affairs of the Council's contractors, or to any other matters which may come to the postholder's knowledge by reason of his/her employment. c) Postholders on Spinal Point 44 and above will be regarded as politically restricted for the purposes of the Local Government and Housing Act 1989. Such postholders are unable to take part in political activities as defined in the current regulations published by the Secretary of State. d) The postholder will be subject to two months notice on either side. e) Essential User Car Allowance.	
RESPONSIBLE TO: ASSET MANAGER (RP91)	
RESPONSIBLE FOR (POSTS): None	
MAIN PURPOSE OF POST: To assist the Asset Manager in all aspects of the management of the Council's property portfolio, which may be through securing and managing the appropriate services from external consultants.	
SPECIFIC DUTIES OF POST: (a) To carry out lettings, rent reviews, lease renewals, assignments, consent for alterations and the enforcement of repairing and other leasehold covenants and obligations for the Council's non-operational property portfolio.	

Continued

SPECIFIC DUTIES OF POST (continued):

- (b) To identify opportunities and solutions and provide appraisals and other related reports for major capital projects and developments, and to progress work as required, including participation in, or managing, project teams.
- (c) To prepare valuations and progress negotiations for the acquisition and disposal (either freehold or leasehold) of land and property on behalf of the Council.
- (d) To monitor or undertake the valuations and negotiations for new lettings, lease renewals and rent reviews for the Council's non-operational property portfolio, through external consultants, if appropriate.
- (e) To monitor or undertake fire insurance and asset valuations for the operational and non-operational property portfolio.
- (f) To provide the Council, other Directorates and Divisions with property valuation and management advice to assist and inform service provision.
- (g) To monitor the valuation of residential properties in connection with Leasehold Extensions and Enfranchisements and the Council's shared ownership schemes and deal with related management issues.
- (h) To liaise with internal and external stakeholders, assuming the informed client role and progress agreed transactions to completion.
- (i) To prepare proofs of evidence and written representations for submission to the Courts, Arbitrators and Experts in landlord and tenant disputes and other property matters.
- (j) To (if necessary) procure and manage the services of consultants and contractors working on behalf of the Council.
- (k) To prepare reports and supporting data for submission to the Committees of the Council.
- (l) To attend meetings of Committees of the Council, Officer Working Parties and other relevant groups.
- (m) To ensure that all duties are carried out in compliance with statutory provisions and with the Council's policy for health and safety.
- (n) To ensure that all duties are carried out in compliance with the Council's Equalities Statement.
- (o) To ensure that all duties are carried out in compliance with both environmental legislation and the Council's Environmental Policy and commitment to EMAS (Eco-Management & Audit Scheme).
- (p) To carry out such other duties as the Asset Manager may from time to time reasonably require.

NOTE: The duties listed are in general terms only and detailed variation in job content may be expected to occur.

AMENDMENT DATE:

POSTHOLDER'S SIGNATURE:

CANDIDATE SPECIFICATION

(This is for information only and should be retained by the applicant)

POST: ASSET SURVEYOR	POST No: RP104	
CHARACTERISTIC	SPECIFICATION	
	ESSENTIAL	DESIRABLE
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Negotiating skills • Good written and oral communication skills • Interpretation of plans, drawings and legal documentation • Report writing 	<ul style="list-style-type: none"> • Dealing with members of the public
KNOWLEDGE	<ul style="list-style-type: none"> • Landlord and tenant legislation • General Property legislation • Property valuation techniques • Planning legislation 	<ul style="list-style-type: none"> • Fire insurance valuations
QUALIFICATION AND TRAINING	<ul style="list-style-type: none"> • Chartered Surveyor (RICS) or equivalent • Full driving licence • Computer literate (Windows) 	<ul style="list-style-type: none"> • Competent with digital mapping systems
VERIFICATION WILL BE REQUIRED		
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of 5 years' experience in commercial property management and valuation or equivalent. • Lease renewal/rent review negotiations 	<ul style="list-style-type: none"> • Residential valuation • Experience of working in the public sector • Experience of local authority procedures • Managing consultants and contractors
QUALITIES	<ul style="list-style-type: none"> • A positive attitude towards customer services issues • Able to work independently and as part of a team • Ability to manage own caseload effectively 	
SPECIAL CONDITIONS	<ul style="list-style-type: none"> • Use of a suitable vehicle 	<ul style="list-style-type: none"> • Willingness to attend (infrequent) evening meetings