

Job Description

Post Title:	Senior Estates Surveyor	Grade:	10
Post No:			
Directorate:	Environment	Section:	Built Environment
Responsible to:	Head of Built Environment	Responsible for:	Estate Assistant and Technical Support Officer
Location:	Civic Centre		

Overall Job Purpose:
To provide an efficient and professional estates management service. To ensure the Council maximises the use of its assets and improves financial return

Key Tasks & Responsibilities:
<ol style="list-style-type: none"> 1. To provide an estates management service across a diverse portfolio of land and buildings held by the council for operational and non- operational purposes including those properties held in the Council's investment portfolio. 2. To carry out the Council's annual asset valuations in addition to general valuations and appraisals of council land and buildings for a variety of purposes. 3. The acquisition, sale or disposal of land by the Council and the conduct of negotiations on such matters 4. To maintain proper records of the Council's land holding to facilitate all matters relating to estates management. 5. To establish effective working relationships with other council departments and external partners to contribute to the delivery of the Council's objectives. 6. To supervise the Estates Assistant and Technical Support Officer in conjunction with the other Senior Estates Surveyor. 7. To undertake site visits and inspections of land and property as required. 8. To assist in reviewing revaluations for NNDR purposes and liaison with the Council's rating agent. 9. To engage and supervise external consultants as required undertaking activity on behalf of the Council in relation to the function in accordance with Council regulations. 10. To prepare and present reports to Portfolio Holders and Council Committees as requested.

11 To undertake any other duties commensurate with the post.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

Special Conditions:

(e.g. week-end work, shift allowance, car/telephone allowance)

Requirement to attend meetings outside of normal office hours.

Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

The council operates a strict non-smoking policy.

This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.

Prepared by: Head of Built Environment

Date: July 2020

Post Holder Signature:

Date: