

Estate Surveyor (Commercial)

Department	Property and Facilities
Pay Grade	G5
Responsible to	Head of Property and Facilities

Role Purpose

To provide operational property management and estates support to the Council's property, facilities and asset management function.

The post holder will assist qualified and experienced surveyors in the day-to-day management of the Council's property portfolio, undertaking defined property management, lease administration, compliance monitoring and data management activities across a range of property types, with a particular focus on investment property.

The role operates within established policies, procedures and professional guidance, referring complex, high-risk or non-routine matters to senior officers or qualified surveyors.

Role Specific Responsibilities / Accountabilities

- Undertake various commercial property management activities including appropriate detailed inspections of Council owned buildings or land, assessing and recording condition issues and reporting findings.
- Assist in the co-ordination of improvement, repair and maintenance work, including obtaining information and preparing relevant cost reports for management decision making, reporting and monitoring progress.
- Draft, update and examine site plans, drawings, specifications, and other documents to make sure they comply with building regulations and meet legal transactions for use in property transactions ensuring compliance with Land Registry requirements.
- Carry out land registry searches for the team or internal clients in relation to project work and prepare Land Registry compliant red line plans which accompany leases, contracts and reports as required.
- Assist with the preparation and checking of property related documentation ensuring accuracy and completeness.
- Address legal queries in relation to land and property ownership, including confirming data on insurance, tenancy lease arrangements, rental and statutory compliance to maximise the building performance.

- Support the progression of straightforward licences or contract agreements using templates and procedures from instruction to completion, referring non-standard terms or negotiations to senior officers.
- Monitor compliance with lease and licence conditions including health and safety requirements and report breaches or risks for further action.
- Maintain accurate and up to date property records including leases, rent, insurance and service charge information.
- Input, update and close property and tenant records on relevant systems in accordance with Council procedures.
- Carry out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.

Essential Criteria

- Experience in working in a property, estates or asset management environment.
- Working knowledge of commercial property management processes including leasing of commercial buildings.
- Experience of handling property related documentation and maintaining accurate records.
- Able to evaluate and plan work effectively to meet deadlines.
- Good IT skills including the use of property databases and document management systems.
- Able to follow procedures and seek guidance on non-routine matters.
- Effective communication skills, with the ability to liaise professionally with colleagues, tenants and external parties.
- Experience with legal documents
- Able to work independently on routine tasks and collaboratively as part of a team

Desirable Criteria

- An understanding of property ownership and landlord and tenant principles.
- Awareness of sustainability or Net Zero considerations and able to investigate and evaluate ideas.
- Progress towards, or interest in, a relevant property or estates qualification.
- Hold a degree approved by the RICS as relevant for Assessment of Professional Competence.

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the Council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.
- Promote equality, diversity, access to services and tackling discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with the Health and Safety policy and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to provide assistance in whatever capacity necessary to provide the necessary organisation, co-ordination and supply of resources to support the local key emergency services.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships

- Improve customer service to meet needs of the individual knowledge

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly