

Job Description

Department:	Corporate Services
Division/Section:	Commercial, Property and Asset Management
Job Title:	Principal Estates Surveyor
Post No:	014510
Grade:	15
Reports to:	Head of Service - Estates
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD A[Head of Estates] --> B[Principal Estates Surveyor] A --> C[Principal Estates Surveyor] B --> D[Senior Estates Surveyor] C --> E[Senior Estates Surveyor] D --> F[Property Records Officer] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 2 No. of indirect reports: 10 – 15
Size of budget:	<p>The service is responsible for the delivery of property services relating to the Council's 2,600 land and property assets. The property portfolio has a capital value of £370m, generates rents in the region of £3.4m per annum and the budget for running the estate is £17.2m.</p> <p>The post holder will be accountable for the collection of rents and service charge across the estate and will support the wider team in ensuring that the budget of running the estate of £17.2m.</p>

	<p>The post holder will also be responsible for the acquisition and disposal of properties and be accountable for the current £30m disposals plan as well as the ad hoc property acquisition programme which is currently circa £55m.</p> <p>The post holder will:</p> <ul style="list-style-type: none"> • Continually review and reshape service delivery to ensure best practice across the estate and where possible to achieve financial efficiencies. • Ensure the effective management and deployment of all appropriate budgets in line with agreed financial processes, envelopes, and savings, including contract budgets for people services and pooled budgets where appropriate.
Job Purpose:	<p>The post holder will support the Head of Estates in the provisions of estates and property management, Landlord and Tenant, valuation, acquisition, disposal and property development in respect of the Council's land and property portfolio in accordance with Council Policy, the Asset Management Plan and other regulatory and statutory requirements.</p>

Main Duties and Responsibilities:

<p>To ensure that all Council staff, partners and visitors are operating from safe and fit for purpose premises and to promote modern design and ways of working to support the Council's agile working practices.</p> <p>Deputise for the Head of Estates on matters relating to the provision of the service and support in the preparation and delivery of the Asset Management Plan.</p> <p>To contribute to the management of the Council's operations and non-operational estates of the Council's property portfolio working with Service Heads to securing suitable and compliant accommodation for their staff and service needs and to the development of Council property strategies to ensure the effective and efficient management of the Council's property interests.</p> <p>To provide supervision/management to the Senior Estate Surveyors and other members of the Estates team on a daily basis relating to the management of the Council's property portfolio, including lease renewals, rent reviews, inspections of land and property, compliance with covenants, encroachments, easements and management of service charges.</p> <p>Participate in staff development, appraisal and training as appropriate, including continuous professional development.</p> <p>To negotiate terms and manage acquisitions, disposals, lease restructuring, development and management of Council land and property for all purposes. Ensure that disposals are delivered within appropriate timescales in line with best value requirements which contribute towards the delivery of annual Capital Receipt targets.</p> <p>To provide professional advice in connection with potential development, redevelopment or repurposing of Council land and property and any acquisition opportunities that actively support the Council's strategic and investment strategy.</p> <p>Undertake site inspections to assess property condition, compliance, value etc. Assist with the protection, safety and statutory compliance for empty, vacant or void premises to manage the risks to the Council, permitted visitors or the local community, including liaising with Facilities Management regarding access arrangements and liaising with the Council's Insurance Team.</p> <p>Attend meetings off site with Stakeholders, Landlords, Agents and other property professionals on a regular basis. To represent the Council as landowner, landlord and tenant to ensure that its interests are protected.</p>
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Assess the performance of assets on a regular basis to include requirements of MEES at current standards and the consideration of costs for future anticipated changes to regulations to identify requirements for investment and/or disposal.

To take an active role in the delivery of Property Strategy and Estates budgets, including the delivery of any agreed savings and efficiencies targets.

To support, shape and deliver the Asset Management Plan across all service assets and to support the Strategic Asset Management team including property reviews, service asset management plans and locality reviews by providing professional market, valuation and option appraisal advice to guide investment or rationalisation decisions about assets.

To support in the preparation and delivery of the annual asset valuations required for statutory accounting purpose. To include the instruction of external valuers, review and adhering to prescribed timescales.

To prepare and present any necessary reports for Management Team, Council Committee meetings, Cabinet as required and consult and liaise with elected Members, partner organisations and public in connection with the service. Maintain records to demonstrate the above and to provide audits and training ensuring adherence to the Policies that apply.

To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

In addition, the post holder will be specifically accountable for the following:

- Represent the Council, ensure delivery of corporate priorities and client requirements
- To deputise for the Head of Estates as required
- Responsible for the leadership of those functions that are set within the direction of this post
- Ensure that relevant and best professional advice, guidance and information is available in an intelligible and timely fashion to the Cabinet, Scrutiny, all elected Members, as well as to other stakeholders
- Sustain and improve the overall reputation of the Council and act in the best interests of Peterborough through effective representation locally, regionally and/or nationally
- Ensure clear strategic direction with coherence between functions and responsibilities, enabling transformation and delivering performance improvements across the Council's Property function
- Support the Head of Estates to ensure that the Council's statutory obligations relating to property and related assets are met, and to support Directors and Executive Directors to ensure that the Council's assets support service delivery of the Council's priorities, within the budgetary framework
- To undertake any other duties and responsibilities (including taking a lead responsibility for particular issues and projects) as may be required by the Head of Estates and Service Director.

Generic Responsibilities:

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

	<p>Champion innovation by being open minded to new and radical ways to deliver services, actively seeking out good practice from others to learn from to develop our own service design and delivery.</p> <p>Promote a culture of continuous improvement by encouraging colleagues to share ideas, take appropriate risks, and recognising innovation.</p> <p>Champion and embed a performance and quality assurance culture that delivers results through rigorous open challenge, personal accountability and continuous improvement.</p> <p>Champion effective management of risk and the active response to audit findings in relation to service delivery. Be jointly accountable with others in the Directorate for the local risk register and any aspects of the corporate risk register and corporate risk framework of the Council relevant to services areas that the postholder is accountable for.</p> <p>Ensure that stakeholders withing the sphere of influence fulfil their duties in relation to standards, complaints and scrutiny, maintaining an open culture of transparency, accountability and ownership, taking responsibility for mistakes, putting them right and learning lessons for future improvement.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE:

COMPLETED BY:

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