

JOB DESCRIPTION

Job Title	Senior Estates Surveyor		
Directorate	Resources & Corporate Services		
Reporting to	Head of Estate Operations		
Grade	8		
Evaluation ref:	LGR0071	Job ref:	Family
Role purpose			
<p>To manage, deliver and supervise a range of complex estates casework to deliver strategic outcomes for the council, ensuring the council's estate is managed and developed effectively. Undertakes statutory, accounting and commercial valuations as applicable; provides professional real estate advice to senior managers and client departments.</p>			
Responsibilities			
<p>Develops acquisition or disposal options to meet a wide range of client / organisational requirements, including options for Compulsory Purchase.</p> <p>Analyses and evaluates complex technical information to develop commercial judgements and provide professional advice, to client departments, senior managers and elected members.</p> <p>Negotiates terms for acquisition or disposal of sites (freehold / leasehold, release of covenants) to ensure best value is obtained.</p> <p>Undertakes Compulsory Purchase Order acquisitions. Negotiates and agrees terms for the devolution of Assets / Community Asset Transfers in accordance with policy and procedures.</p> <p>Identifies, co-ordinates and manages external and internal stakeholders and suppliers/advisors to ensure cases and schemes are progressed effectively.</p> <p>Works independently and is accountable for caseload and transactions, including on cases with higher levels of value, complexity, risk or specialism. Supervises the work of Estates Surveyors where appropriate.</p> <p>Manages and delivers a wide landlord and tenant caseload (lease renewals, rent reviews, new leases) to maximise yield & commissioned outcomes from the council's tenanted asset base.</p> <p>Negotiates terms for new leases, renewals or disposals, including higher value / more complex transactions.</p> <p>Co-ordinates and manages multiple stakeholders, agents and advisors to progress casework efficiently and effectively. Oversees property management tasks through line management of Estates Officers / Graduate Trainee Surveyors as required.</p>			

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Maintains effective case management systems and lease data to ensure asset records are up to date.

Carries out a range of valuations in accordance with professional 'red book' standards, to support commercial judgements or year-end accounts.

Instructs and manages the work of external valuers.

Undertakes more complex valuations in line with established procedures and guidance.

Acts as subject matter expert / client on capital or development schemes, shaping outline scope and detailed design to ensure fit with applicable rental markets.

Develops and implements strategies and plans to improve site value or to utilise estate to achieve strategic objectives, across larger / more complex sites or at sub-portfolio level.

Co-ordinates multi-disciplinary internal and external advisors / suppliers / developers to secure planning consents.

Works with a wide range of clients and internal professionals to understand council / community needs and objectives in relation to asset management strategy.

Analyses and evaluates market, building condition and other information to develop recommendations and options for asset reviews.

Provides professional estates advice and input as required for area or service-wide asset strategies, including leadership of area or sector specific reviews as required.

Overall accountability as for the day-to-day management of a portfolio of tenanted or non-operational assets.

Oversees property management tasks through line management of Estates Officers / Graduate Trainee Surveyors as required.

Represents the Strategic Asset Management department as business partner to one or more internal client service functions (e.g. Heritage at Risk, Highways & Transport); develops strong working relationships and understanding of the strategic environment in which that function operates.

Provides advice and guidance to internal client service functions, including signposting and initial advice on a range of Asset Management matters outside of specialism. Feeds service function perspective into wider asset management strategy and decision making.

Line manages Estates Officers and / or Graduate Trainee Surveyors as required.

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Responsible for training and development of Graduate Trainee Surveyors, providing support, guidance and planning, managing and allocating work to provide portfolio of experience required.

Acts as the council's lead professional expert in sector (e.g., heritage assets, rural landlord and tenant management, right-to-buy valuations, leisure services assets).

Impact

Accountable for a broad caseload of real estate transactions (acquisitions, disposals, lease events) with self-directed responsibility for individual transactions valued up to c. £1,000,000 with limited / no supervision; would receive supervision and support above this level and with more complex transactions.

Caseload varies dependent on size / complexity of transactions – for acquisition / disposal / lease event transactions holds c. 10-30 cases concurrently, dependent on complexity and value.

Supervises and is accountable for property management across a large portfolio (e.g. 50-60 larger, complex sites; 200+ smaller, less complex sites).

Plans programme of complex valuations across a portfolio of c. 50-100 assets.

Responsible for co-ordinating / instructing a wide range (c. 20-30) of internal and external stakeholders, suppliers and specialist agents / advisors.

All estates surveying work is carried out with a long-term planning horizon – c. 10-15 years for landlord and tenancy management; 30 years+ for acquisitions, disposals and development casework.

Knowledge / Experience / Skills

	Essential	Desirable	
Knowledge			
Comprehensive knowledge of statutory regulations relating to service area and related functions.			
Subject matter expertise and detailed professional knowledge in area of specialism, developed through training, continuous professional development and post-qualification operational practice.	X		
Sound working knowledge of the statutory, regulatory, policy and contractual frameworks within which client service areas operate.			

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Experience			
Evidence of working with and influencing stakeholders and partners.			
Evidence of ability to develop, analyse and evaluate data and complex legal information.			
Confident to work on own, independently and as part of a team.			
Experience of managing wide ranging caseloads, including supervision of more junior staff.	X		
Experience of Compulsory Purchase Order procedures.			
Experience of advising stakeholders and clients on complex/specialist issues relating to role.			
Qualifications / Registrations / Certifications			
A level qualification(s).			
Relevant professional qualification – Membership or Associate of the Royal Institution of Chartered Surveyors (MRICS).	X		
Relevant degree. Registered valuer.		X	
Skills			
Proven negotiation skills.			
Proven ability to deliver complex caseload without supervision.	X		
Working Conditions			
Regular travel to a variety of sites around Somerset, including inspection or review of a wide range of assets, some in rural areas which require some physical effort to access.			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			

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Provide clear leadership to deliver the Council's strategic priorities and meet the Council's financial targets, as a member of the Directorate Senior Leadership Team.

Update and advise Elected Members in respect of operational and policy issues in relation to the Strategic Asset Management service.

Provide leadership with a clear identity in terms of flexible and responsive ways of working, inclusive and diverse culture, and high level of employee engagement and wellbeing.

Undertake representational and communication duties on behalf of the Council to promote and protect the Council's interests in matters concerning their specialist areas.

Where applicable, create, monitor, and review frameworks of performance measures and quality standards to be applied in the delivery of services.

Function as an ambassador for the Council promoting, both internally and externally, the Council's vision, strategic aims, and values.

Value the diversity of Somerset's communities ensuring equality of access and treatment in service delivery and employment.

Function as a role model for Somerset's vision and values. Promotes a culture of continuous improvement that encourages creativity and innovation to ensure services are efficient and develop the potential and flexibility across the council and its workforce including the motivation and development of employees within the Strategic Asset Management department.

Ensure that a high value is placed on customer responsiveness by demonstrating a commitment to meeting and involving the broadest range of direct and indirect service users, citizens, customers, communities, and businesses.

Support the delivery of the Councils' key strategic aims and objectives ensuring understanding and commitment from staff from across the service.

Support Corporate and Directorate and service specific transformational change programmes with the aim of maximising efficiency, modernising services, and achieving better outcomes and opportunities for service users and customers.

Ensure flexibility in reacting to the needs of the Council, its customers and partners supporting a culture of continuous improvement.

Ensure compliance with all relevant legislation, the Council's standards of conduct, organisational policy, and professional codes of conduct to uphold standards of best practice.



JOB DESCRIPTION

Accountable for compliance with all relevant health and safety legislation and Somerset Council H&S policies.

Date: November 2024