

Context statement

To accompany job description and person specification when required

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Job title - Asset Strategy Surveyor – Estate Rationalisation

Directorate - Place

Service - Assets & Property

Team - Strategic Asset Management

Job description ref. - Senior Technical Officer Level 4 - ES603

Grade – 12 (subject to job evaluation)

Organisation Structure

Reporting to: Asset Transfers & Disposals Business Partner

Responsibility for: n/a

Context of Work

Assets & Property

Assets & Property is part of the Place Directorate and is responsible for a range of asset and property related activity including estate management, building safety and compliance, asset strategy, facilities management, repairs and maintenance, and capital construction projects. As part of the Place Directorate, we contribute to the directorate's goal to create outstanding places and services and play our part in delivering the Place Plan which is a roadmap for the future operations of the Place Directorate up to 2030. Placemaking is at the core of the Place Directorate. We are dedicated to working with our communities to create places where people can live and work comfortably. Places that improve people's wellbeing and maximise life opportunities.

The Council's Strategic Asset Management Plan (SAMP) 2024-2030 as agreed by Cabinet in October 2024 outlines the council's approach to managing its assets. It aims to transform how the council uses its land and property - moving the Council away from being traditional property owners in seeking opportunistic savings and one-off sales, to a more proactive approach as 'place-makers' that considers property as a platform for the delivery of the Council's wider corporate priorities.

The SAMP aims to ensure our assets and property service acts as an enabler for more effective and efficient delivery of council services, and our policies deliver an estate that adapts and responds to this change - one that is leaner and more agile and innovative in the way it supports the delivery of services. Be this through the provision of operational assets to support service delivery, or the management of commercial / investment assets maximising yields and receipts to fund council services.

Our Assets & Property functions are designed to facilitate the delivery of the SAMP 2024-2030 and aligns with the council's strategic ambitions. This includes a strong focus on strategic asset management and a business partnering approach, creating a clear link between asset strategy and assets service delivery.

Colleagues in Assets & Property teams will need to bring expertise and innovation to their role and will work on local, regional and collaborative projects, often as part of a multi-disciplinary cross functional team.

Strategic Asset Management

The Strategic Asset Management team lead on implementation of the SAMP, including responsibility for developing and monitoring an implementation plan for the SAMP, and for



the production of a new SAMP when the time comes. The team ensures best use of assets through effective strategic management and rationalisation of the estate by undertaking asset reviews and developing asset class strategies.

The function includes a dedicated strategic transfers and disposals team, made up of 3.8 FTE Asset Strategy Surveyor (Estate Rationalisation) positions, which drive forward disposals, generating capital receipts for the council, as well as transfers to town and parish councils.

Key Responsibilities

- Improve outcomes for Dorset communities by playing a key role in the development and delivery of the council's Strategic Asset Management Plan, ensuring the council has the right assets in the right places for effective service delivery, whilst also contributing to maximising the climatic, social and financial efficiency of our estate.
- Drive estate rationalisation through comprehensive asset reviews, options appraisals, and development of robust business cases, ensuring alignment with the Strategic Asset Management Plan (SAMP) principles and corporate priorities.
- Make professional recommendations for retention, repurposing, disposal, or development of assets, applying sound judgement and strategic insight to maximise value and impact.
- Play a key role in the delivery of the Council transfer & disposal programmes ensuring full compliance with section 123 1972 Local Government Act. Ensuring a clear demonstration of obtaining either best value or best consideration.
- Manage the end-to-end disposal process, including planning application oversight, negotiation of associated agreements, and compliance with governance frameworks.
- Provide expert valuation advice, including Red Book-compliant valuations, and contribute to strategic decision-making through professional estate management guidance.
- Manage and negotiate complex property transactions, including leases, transfers, and disposals, ensuring legal, financial, and operational risks are identified and mitigated through robust due diligence and acquisition processes.
- Develop Heads of Terms and instruct legal teams on property agreements, ensuring clarity, compliance, and alignment with strategic objectives.
- Lead negotiations with potential purchasers, ensuring negotiations are supported by a robust due diligence checklist and acquisitions process, ensuring legal, financial, and operational risks are identified and mitigated prior to any transaction.
- Propose and evaluate delivery mechanisms for asset disposal or redevelopment, including community asset transfers, town/parish council transfers, self-build schemes, joint ventures, and third-party collaborations.
- Build and maintain effective relationships with town and parish councils, community groups, and external partners to co-create asset solutions that meet local needs and strategic goals.
- Maintain accurate property data and contribute to performance reporting, ensuring transparency, accountability, and continuous improvement.
- Support the development of asset class strategies and contribute to wider strategic asset management initiatives.
- Deputise for senior colleagues and contribute to cross-functional working across Assets & Property.
- To provide expert advice in relation to asset transfers and disposals.

- Be responsible for the use of budgets and resources within agreed delegated authority limits, financial governance arrangements and the scheme of delegation
- Manage and update property data in relation to asset transfers and disposals, ensuring data integrity and alignment with corporate systems.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Essential & Desirable Criteria

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Qualifications/ training/registrations	
Educated to degree level, or equivalent experience in a relevant field	Essential
Experience	
Proven experience of service and stakeholder engagement, and relationship management	Essential
Demonstrable experience of estate rationalisation in and particular asset transfers and disposals	Essential
Demonstrable experience of options appraisal and business case development	Essential
Proven ability to manage budgets and resources	Desirable
Comprehensive understanding and use of digital property management systems	Desirable
Skills, abilities & knowledge	
Ability to analyse and understand complex datasets, including experience of needs analysis work	Desirable
Excellent communicator in both verbal and written format, able to facilitate clear, concise and timely communication amongst others	Essential
A self-starter, highly motivated, enthusiastic, dedicated and driven to achieve high standards and results	Essential
An excellent team player who works collaboratively, understands when to seek help if needed and has an ability to support others	Essential
Professional and courteous manner in doing business and dealing with all contacts inside and outside the organisation	Essential
A completer/finisher with a desire to see things through to their conclusion	Essential
High level of political awareness and acumen	Desirable
Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change	Essential
Able to interpret property market trends	Desirable
Able to work at pace and under pressure	Essential
Behaviours	
Respect	
Accountability	
Togetherness	
Openness	
Curiosity	

Travel Requirement

This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

Context statement prepared by:			
Manager	Jessica Maskrey, Head of Assets & Property	Date	October 2025