

Context statement

To accompany job description and person specification when required

To accompany job description and person specification when required

Job title – Lead Estate Surveyor

Directorate - Place

Service - Assets & Property

Team – Estate Management

Job description ref. – Lead Senior Technical Officer ES605

Grade – 13

Organisation Structure

Reporting to: Service Manager Estate Management

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.



Context statement

To accompany job description and person specification when required

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.

Estate Management

The core purpose of the estate management team is the effective management of the council's assets and investments to deliver income for the council.

The function is responsible for delivery of the estate management element of asset class strategies, including being responsible for Landlord/Tenant relationships and negotiate, manage and review all leasehold arrangements for community, commercial and operational assets.

The team are responsible for managing and implementing programmes of work related to lease renewals, rent reviews and asset valuations.

Key Responsibilities

- Work closely with Head of Service and Service Manager for Estate Management to deliver the Strategic Asset Management Plan.
- Provide professional advice on estate management matters, acting as the subject matter expert
- Working closely with the Service Manager for Estate Management, seek to improve and maximise income from the Estate by creating new income opportunities, improving yields or by suggesting re-purposing.
- Take the lead on complex and contentious estate management cases, escalated from Estates Surveyors.
- Undertake asset acquisitions and lettings of the council's property assets.
- Ensure that all properties leased, licensed or covered by any other occupational agreements relating to commercial tenants, the third sector and other parties are compliant with HSE legislation and kept in a fit condition in accordance with the lease terms. In addition, establish Service Level Agreements and agree roles and responsibilities for individual locations as appropriate with Service Users.
- Oversee and undertake operational and commercial property transactions including occupational agreements, lease/contract tenancy arrangements, negotiating and managing rent reviews and service charges, landlord consents, income and debt management, property insurance, repairs, dilapidations, breach of covenants, commercial surveying and asset valuations. Continually work to raise standards, support excellent service delivery and ensure compliance with all council policies, procedures and legislation.
- Lead estate management projects, including for example the annual asset valuations in accordance with RICS and CIPFA regulations and guidelines.
- Work closely with the Service Manager Estate Management to plan and implement a system of working that addresses all overdue rent reviews, lease renewals and other outstanding estate management matters, including developing annual programmes for rent reviews and lease renewals.
- Deputise for the Service Management Estate Management, including providing updates and reports to SMT, Head of Service and governance boards



Context statement

To accompany job description and person specification when required

- Ensure that all Council assets are regularly assessed in terms of their value and records kept up to date to support the strategic direction of the service.
- Ensure that good quality property data is collated, maintained and stored in the Council's corporate property database.
- Commercially manage all contract matters to achieve optimal outcomes
- Be responsible for the use of budgets and resources within agreed delegated authority limits, financial governance arrangements and the scheme of delegation
- Undertake risk assessments and manage/mitigate risks. Identify issues and trends that may have an impact in their area of responsibility to enable and ensure that appropriate action is taken
- Continually work to raise standards, support excellent service delivery and ensure compliance with all council policies, procedures and legislation.

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
MRICS qualified	Desirable
Experience	
Demonstrable significant experience of leading estate management for a similar organisation	Essential
Proven track record of managing the performances of third-party consultants, contractors and other organisations.	Essential
Demonstrable experience of leading a high achieving team	Essential
Proven ability to manage budgets and resources	Essential
Proven track record of managing the performances of third-party consultants, contractors and other organisations.	Essential
Comprehensive understanding and use of digital property management systems	Essential
Extensive senior stakeholder management and experience	Essential
Skills, abilities & knowledge	
Excellent communicator in both verbal and written format, able to facilitate clear, concise and timely communication amongst others	Essential
Excellent understanding of the workings of the Local Authority, its structure and Services.	Essential
A self-starter, highly motivated, enthusiastic, dedicated and driven to achieve high standards and results	Essential



Context statement

To accompany job description and person specification when required

Proven knowledge of performance management techniques and the applications of these in a complex environment.	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	Essential
Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change	Essential
Proven ability to deliver technically complex programmes of work to deliver agreed outcomes and objectives	Essential
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	February 2025

