

Post Specification

Post Specification - Key Information

- **Post Title: Estates Surveyor**
- **Date: August 2018**
- **Post Group Number: 6838**
- **Job Family: Resources**
- **Job Family Role Profile: RT15**
- **Final Grade: 15**

Service Area Description

This is a key post within the Estates Management Team. The team is responsible for the estates/asset management of the Council's diverse portfolio of owned, leased in and investment properties with an aggregate asset valuation of circa £650m. The team, through its professional estates and asset management activities, supports a diverse range of front-line services and back-office functions including children's services, health and care services, highways, corporate buildings and fire service. The Estates Management team is responsible for delivering major financial programmes including sales, circa £5m annually, savings and income generation propositions and statutory capital accounting/asset valuations.

Purpose of this Post

Under the direction of the Commercial Development Lead to provide and commission a professional strategic asset management planning service and to assist in the development and delivery of the service to ensure the Council's property portfolio is fit for purpose, and hence support service delivery as part of an innovative and creative approach to Capital Programme and Property across Cumbria's communities.

To provide professional expertise in key areas of estates/asset management activity providing guidance and support to team members and colleagues as necessary.

To act as lead officer in complex estates and valuation matters, market knowledge and property details relating to specified key categories/classes of properties in the portfolio and to provide relevant property data and information to the Council, partners and stakeholders as directed.

To make a significant contribution to the acceleration of the Council's strategic asset management plan.

To make a significant contribution to the Council's area-based property rationalisation projects and major financial delivery plans including sales, savings and income generation propositions and statutory asset valuation programmes

Key Job Specific Accountabilities

1. Provide and commission professional advice and services on an extensive caseload and list of projects, over the full range of estates matters in connection with all categories of assets including acquisitions and disposals, valuation, landlord and tenant matters, compulsory purchase, planning and development and estates management issues, in order to ensure that the value of the Council's estate is maximised, and cost is minimised.
2. Provide and commission professional advice and services on an extensive caseload and list of projects to support the strategic rationalisation, review and change in the Council's property portfolio.

3. Manage teams of consultants and contractors to ensure that work and contracts awarded to them are carried out in a timely manner, to an appropriate quality and within budget.
4. Acting as professional expert, coordinate and project manage the team's activities required to deliver the Council's statutory asset valuation programmes. Similarly, to coordinate and project manage the team's activities associated with business rates appeals and revaluations to ensure that savings are optimised.
5. Under the direction of the Lead Estates Surveyor take responsibility for delivering professional advice and services associated with key areas and classes of the portfolio including but not limited to property insurance, Children's Centres and Accommodation for the under 5s.

Key Facts and Figures of the Post

- **Budget Responsibilities:** The post holder will be responsible for the coordination and project management of the estates and valuation activities required to deliver the Council's statutory asset valuation programme, circa £125m per annum. Accounting for invoices and payments of up to a value of £25k Consultancy commissions up to £25k.
- **Staff Management Responsibilities:** Takes responsibility for delivering professional advice and services for key areas and classes of the Council's diverse and extensive portfolio.
- **Other:** Ability to deliver positive and challenging changes within a diverse and extensive property portfolio is essential.

Essential Criteria

- Member of the Royal Institution of Chartered Surveyors (RICS) with relevant work experience.
- Holds RICS Registered Valuer Certification or working towards same.
- Detailed knowledge of asset management planning processes.
- Considerable experience of engaging and managing consultants and/or contractors. Working in partnership across public, private or third sector. Having dialogue and negotiations with senior colleagues, stakeholders or members of the public in relation to property issues.
- Experience of formal report writing production of presentation material. Ability to work systematically with good forward planning to meet deadlines and meet audit requirements.
- Tactful, resilient and assertive in dealing with challenging situations.
- Positive approach to team working.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimum Exposure
- **Physical Demands:** Modest Efforts
- **Working Conditions:** Agile worker

Other Factors

Westmorland & Furness Council is undertaking a step change in its modernisation and efficiency programme. The Corporate Assets Team is fundamental to the success of this with the acceleration of the asset management strategy and focus on savings and investment opportunities. We encourage applications from candidates who relish challenge and have the skillsets needed to deliver change to a diverse and extensive organisation.