

JOB PACK
Estates Surveyor (Graduate Scheme)
Job Description

Post Title	Estates Surveyor (Graduate Scheme)
Service Area	Commercial Business, Property and Development
Team	Commercial Property Development
Grade	D
Reports to	Commercial Property Development Manager
Date prepared	December 2018

Job Purpose

- To work across both Eastbourne Borough Council (EBC) and Lewes District Council (LDC), contributing to the councils' Corporate Plans and strategies.
- To assist with the day to day management of the councils' property portfolios undertaking a range of estate management activities relating to the councils' duties as landlords.
- Providing analysis and other support to the Estates Surveyor(s) on property transactions and projects, when required.

Key Tasks

1. To provide estate management support for the commercial property portfolio across both EBC and LDC, including assisting with new and renewed leases, licences, terms of occupation, dilapidations, rent reviews, service charge calculations, landlord and tenant consent applications, easements, wayleaves and liaison with statutory authorities.
2. To help to increase the councils' income from its property portfolio, assisting with marketing empty properties, identifying prospective tenants, providing analysis, helping to prepare reports and proposals and coordinating property acquisitions and disposals processes.

3. To support the programme of property inspections on all corporate property assets.
4. To assist with insurance claims on both the operational and non-operational estates in conjunction with the councils' Insurance Officer(s) on behalf of the councils.
5. To assist in the administration of the asset management and information system, updating the councils' property records and systems as necessary and helping to keep electronic filing systems up to date.
6. To help to prepare briefings and reports regarding estate management issues.
7. To assist on a range of projects in support of the councils' main aims and objectives.

Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the councils' purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the councils' activities.
4. To understand and apply the councils' Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. You will be required to support the councils' corporate priorities and to ensure business continuity (e.g. emergency response, elections, deployment to critical services).
7. Lewes District and Eastbourne Borough Councils are committed to safeguarding and promoting the welfare of children and adults at risk. The Corporate Safeguarding Policy and Procedures provides a framework within the councils, setting out responsibilities in relation to safeguarding and promoting the welfare of children and adults at risk.

The policy applies to all employees, councillors, volunteers and service providers that are commissioned by the council.

8. To work within the councils' Core Competency Framework. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision - Shaping the Future	<ul style="list-style-type: none"> • Understands the Council's purpose, context, goals, objectives and values, and is willing to behave consistently with them. • Knows the strategic direction of the Council and acts in support of it.
Communicating Well	<ul style="list-style-type: none"> • Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally. • Works positively to gain understanding from others.
Driving Improvement Performance &Results.	<ul style="list-style-type: none"> • Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution. • Seeks and delivers high standards for self, team and Council
Self Management	<ul style="list-style-type: none"> • Self motivated and professional. • Is organised and uses time and technology efficiently. • Adopts a flexible approach to change
Delivering for our Customers	<ul style="list-style-type: none"> • Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction
Working Together	<ul style="list-style-type: none"> • Actively contributes to team working, sharing information, valuing the input of others. • Works co-operatively and is committed to building, productive, positive relationships. • Demonstrates commitment to achieving overall team objectives

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION – ESTATES SURVEYOR (GRADUATE SCHEME)

QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none">• Royal Institution of Chartered Surveyors (RICS) recognised degree or equivalent qualification in a relevant field.	<ul style="list-style-type: none">• APC or relevant professional qualification underway or willingness to undertake.

TRAINING

Essential	Desirable
<ul style="list-style-type: none">• Willingness to undertake ongoing professional development	<ul style="list-style-type: none">• Project management training.• Property related software such as GIS and CAD training

SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none">• Ability to make sound judgements and recommendations.• Can produce high quality, evidence-based advice, reports and briefing notes.• Financial and commercial awareness with strong analytical and IT skills• Ability to work under pressure, often to tight timescales, and effectively manage own time.	<ul style="list-style-type: none">• Able to use property related software such as GIS and CAD• Political and social awareness• Good stakeholder relationship building skills

KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none">• Any knowledge of the local government property sector would be useful; applicants should have a desire to develop a career in this sector• Some knowledge of effective estate management practices including some knowledge of valuation practice	<ul style="list-style-type: none">• Have a genuine interest in learning and expanding knowledge and understanding of the challenges and developments impacting the property needs of local authorities and knowledge of the key issues facing local government.• Understanding of the Corporate Landlord model.

	<ul style="list-style-type: none"> • Awareness of the Landlord and Tenant Act 1954 and legislation related to managing property risks. • Understanding of good data practices in the context of property management.
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EXPERIENCE

<p>Essential</p> <ul style="list-style-type: none"> • Experience of providing analysis and evidence based recommendations and preparing briefing notes or reports. • Experience of information data capture or analysis. • Experience of liaising with or negotiating with customers or contractors, or providing a professional service, in any context. 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience managing public sector property, estates or buildings. • Project management experience including the application of project management techniques in any context.
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PHYSICAL, LEGAL AND OTHER REQUIREMENTS

<p>Essential</p> <ul style="list-style-type: none"> • Willingness to work within the councils' core competency framework • An engaging, enthusiastic and positive manner with a strong "can do" approach • Ability to travel across Lewes District and Eastbourne Borough. • Able to take part in inspections of land and property working at height and/or in confined spaces. 	<p>Desirable</p> <ul style="list-style-type: none"> •
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All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils are currently on a transformational journey to fully integrate services. This Joint Transformation Programme (JTP) will be at least 3 years in its implementation and will involve integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

Phase One and Phase Two of this project are now complete, Phase Three will be completed in 2019.

The employer will be Eastbourne Borough Council.

Duration

This is a Permanent contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band D.

Salary

The spinal column points (SCP) for the post are as follows:

SCP 15	£23,361
SCP 16	£23,828
SCP 17	£24,305
SCP18	£24,791

Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Place of Work

You will be based at Southover House, Southover Road, Lewes, BN7 1AB and 1 Grove Road, Eastbourne, BN21 4TW, but you may be required to work anywhere within the Shared Services boundary.

Agile Working

The Councils have been offering flexible working for some years and is committed to extend agile working with the introduction of office based working, mobile working, flexible and home working. This role has been categorised as:

- Flexible/Office. Works predominately from Southover House and 1 Grove Road offices with cross-site and home working.

Working arrangements for mobile, flexible/mobile and flexible/office workers will vary during the induction/ probationary period and will be reviewed at six monthly intervals.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of one calendar month to be given by either side.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2019 are:

Pay Range	Contribution
Up to £14,400	5.5%
£14,401 - £22,500	5.8%
£22,501 - £36,500	6.5%
£36,501 - £46,200	6.8%
£46,201 - £64,600	8.5%
£64,601 - £91,500	9.9%
£91,501 - £107,700	10.5%
£107,701 - £161,500	11.4%
More than £161,501	12.5%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 6.5%