

**JOB PACK**  
**Estates Surveyor**  
**Job Description**

<b>Post Title</b>	<b>Estates Surveyor</b>
<b>Service Area</b>	<b>Commercial Business, Property and Development</b>
<b>Team</b>	<b>Commercial Property Development</b>
<b>Grade</b>	<b>E/F</b>
<b>Reports to</b>	<b>Commercial Property Development Manager</b>
<b>Date prepared</b>	<b>November 2015</b> <b>Updated December 2018</b>

**Job Purpose**

- To work across both Eastbourne Borough Council (EBC) and Lewes District Council (LDC), contributing to the councils' Corporate Plans and strategies.

Level 1

- Day to day management of the councils' property portfolios including all estate management activities relating to the councils' duties as landlords, providing professional advice as required.
- To provide valuations, analysis and other support on property transactions and projects when required.

Level 2

The above plus:

- To assist in implementing the councils' Asset Management Plan including Asset Challenge and the implementation of the Corporate Landlord model.
- To assist in the acquisition and disposal of assets in accordance with the Asset Challenge programme and target yield criteria.
- To undertake or oversee complex valuations of properties when required.
- To provide professional advice on all complex property transactions, including Compulsory Purchase Orders.

## **Key Tasks**

### Level 1

1. To manage the commercial property portfolio across both EBC and LDC, including negotiating 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 increase the councils' income from its property portfolio; marketing empty properties, identifying prospective tenants, providing analysis and preparing reports and proposals and coordinating property acquisitions and disposals processes.
3. To seek opportunities to increase the councils' yield in line with service targets.
4. To coordinate a programme of regular property inspections on all corporate property assets.
5. To manage insurance claims on both the operational and non-operational estates in conjunction with the councils' Insurance Officer(s) on behalf of the councils.
6. To assist in the administration, development and use of the asset management and information system and to update the councils' property records and systems as necessary.
7. To contribute to briefings and reports regarding estate management issues for senior managers.
8. To provide project management support and expertise on a range of projects in support of the councils' main aims and objectives.

### Level 2

The above plus:

1. To assist in implementing the councils' Asset Management Plan including Asset Challenge and the implementation of the Corporate Landlord model.
2. To assist in the acquisition and disposal of assets in accordance with the Asset Challenge programme and target yield criteria.
3. To identify surplus or underutilised property for disposal and manage the disposals process.
4. To provide complex valuations of the councils' properties.
5. To provide effective, strategic estates management advice to both councils.
6. To help to supervise and develop graduate Estate Surveyors.

## **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. To cover absence of other team members as appropriate.
7. You will be required to support the councils' corporate priorities and to ensure business continuity (e.g. emergency response, elections, deployment to critical services).
8. 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.

9. 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"> <li>• Understands the Council's purpose, context, goals, objectives and values, and is willing to behave consistently with them.</li> <li>• Knows the strategic direction of the Council and acts in support of it.</li> </ul>
Communicating Well	<ul style="list-style-type: none"> <li>• Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally.</li> <li>• Works positively to gain understanding from others.</li> </ul>
Driving Improvement Performance &Results.	<ul style="list-style-type: none"> <li>• Takes responsibility and ownership for decisions, actions and results.</li> <li>• Takes actions to improve skills, knowledge and level of contribution.</li> </ul>

	<ul style="list-style-type: none"> <li>• Seeks and delivers high standards for self, team and Council</li> </ul>
Self Management	<ul style="list-style-type: none"> <li>• Self motivated and professional.</li> <li>• Is organised and uses time and technology efficiently.</li> <li>• Adopts a flexible approach to change</li> </ul>
Delivering for our Customers	<ul style="list-style-type: none"> <li>• 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</li> </ul>
Working Together	<ul style="list-style-type: none"> <li>• Actively contributes to team working, sharing information, valuing the input of others.</li> <li>• Works co-operatively and is committed to building, productive, positive relationships.</li> <li>• Demonstrates commitment to achieving overall team objectives</li> </ul>

**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

### QUALIFICATIONS

<p><b>Essential</b></p> <p><u>Level 1</u></p> <ul style="list-style-type: none"> <li>Royal Institution of Chartered Surveyors (RICS) recognised degree or equivalent qualification in a relevant field.</li> </ul>	<p><b>Desirable</b></p> <p><u>Level 1</u></p> <ul style="list-style-type: none"> <li>Post qualification experience in an asset or estates management role</li> </ul>
<p><u>Level 2</u></p> <ul style="list-style-type: none"> <li>Member of Royal Institution of Chartered Surveyors (MRICS) or relevant professional qualification with at least two years post qualification experience in an asset or estates management role.</li> </ul>	<p><u>Level 2</u></p> <ul style="list-style-type: none"> <li>Educated to degree level with MRICS.</li> </ul>

### TRAINING

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Evidence of relevant continuous professional development within public sector estate management.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Project management training.</li> </ul>
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### SKILLS & ABILITIES

<p><b>Essential</b></p> <p><u>Level 1</u></p> <ul style="list-style-type: none"> <li>Able to undertake landlord and other inspections of land and property including providing schedules of dilapidations.</li> <li>Ability to make sound judgements and recommendations.</li> <li>Can produce high quality, evidence-based advice, reports and briefing notes for internal and external stakeholders and partners.</li> <li>Financial and commercial awareness with strong analytical and IT skills</li> <li>Ability to work under pressure, often to tight timescales, and effectively manage own time.</li> </ul>	<p><b>Desirable</b></p> <p><u>Level 1 &amp; 2</u></p> <ul style="list-style-type: none"> <li>Able to use property related software such as GIS and CAD</li> <li>Political and social awareness</li> <li>Good stakeholder relationship building skills</li> </ul>
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Level 2 – above plus

- Ability to undertake valuations in line with RICS Valuation Standards and commercial negotiations.
- Ability to translate strategy into effective and efficient policies and workable solutions.
- Experience of property-related software such as GIS, CAD and asset management software

**KNOWLEDGE**

**Essential**

Level 1

- Knowledge and experience of effective estate management processes and practices including lease and property management, data quality and handling, and analysis of information.
- Good knowledge of the legislation related to managing property risks, including extensive experience of a diverse range of property estates and buildings.

Level 2 – above plus

- Good understanding of the data required to support good estate and asset management.
- Excellent knowledge of estates management business processes and activities.
- Excellent knowledge of the Landlord and Tenant Act 1954 and legislation related to managing property risks.

**Desirable**

Level 1

- Knowledge of the property needs of local authorities and knowledge of the key issues facing local government.
- 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.

**EXPERIENCE**

**Essential**

Level 1

- Experience undertaking the day to day activities across a property portfolio relating to the duties of

**Desirable**

Level 1

- Experience of property performance indicators and targets.

<p>landlord.</p> <ul style="list-style-type: none"> <li>• Project management experience in a multi-agency environment</li> </ul> <p><u>Level 2 – above plus</u></p> <ul style="list-style-type: none"> <li>• Project management experience across a range of partners and stakeholders and the demonstrable application of project management techniques to include identifying and setting targets, critical path management and identifying milestones.</li> <li>• Experience identifying investment and development opportunities and formulating and implementing strategies to increase income, rationalise the councils’ property portfolios or reduce landlord liabilities.</li> <li>• Experience developing industrial, commercial and residential property with the experience and ability to undertake valuations and commercial negotiations.</li> <li>• Experience supporting debt management through the implementation of the arrears policy.</li> <li>• Experience of asset management and information systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of asset management and information systems.</li> </ul> <p><u>Level 2 – above plus</u></p> <ul style="list-style-type: none"> <li>• Experience of diverse public sector property estates and buildings, including the challenges facing local government and other public sector partners.</li> <li>• Experience of working within a Corporate Landlord model.</li> </ul>
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## PHYSICAL, LEGAL AND OTHER REQUIREMENTS

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to work under pressure, often to tight timescales, effectively manage own time and be. results driven and self-motivated</li> <li>• Willingness to work within the councils’ core competency framework</li> <li>• An engaging, enthusiastic and positive manner with a strong “can do” approach</li> <li>• Ability to travel across Lewes District and Eastbourne Borough.</li> <li>• Able to undertake landlord and other inspections of land and property</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
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working at height and/or in confined spaces.	
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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 E/F.

## **Salary**

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

### **Band E**

<i>Core</i>	SCP25	£28,785
	SCP26	£29,636
	SCP27	£30,507
	SCP28	£31,371
<i>Contribution</i>	SCP29	£32,029
	SCP30	£32,878
	SCP31	£33,799
	SCP32	£34,788
	SCP33	£35,934
	SCP34	£36,876

### **Band F**

<i>Core</i>	SCP32	£34,788
	SCP33	£35,934
	SCP34	£36,876
	SCP35	£37,849
<i>Contribution</i>	SCP36	£38,813
	SCP37	£39,782
	SCP38	£40,760
	SCP39	£41,675
	SCP40	£42,683
	SCP41	£43,662

## **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 two calendar months 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:

<b>Pay Range</b>	<b>Contribution</b>
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%