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| Post No. : | POST00003222 - JET605 |
| Post Title: | Asset Development Surveyor (Career Graded) |
| Directorate: | Communications and Regeneration |
| Division: | Growing Places |
| Section: | Investment Team |
| Reports To: | Principal Investment Manager |
| Location: | Bickerstaffe House Blackpool or other office as directed |
| DBS Status: | Basic |
| Grade: | Graduate Trainee Asset Development Surveyor – Grade F  Assistant Asset Development Surveyor – Grade H1  Asset Development Surveyor – Grade H3 |

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| Role Purpose |
| Graduate Trainee Asset Development Surveyor   * To work under supervision, supporting in the acquisition, disposal and management and investment evaluations within the Investment Team.   Assistant Asset Development Surveyor   * To support and undertake acquisitions, disposal, management and investment evaluations, compulsory purchase orders and valuations within the Investment Team.   Asset Development Surveyor   * To provide advice and undertake acquisitions, disposal, management and investment evaluations, compulsory purchase orders and valuations within the Investment Team. |

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| **Main** Duties and Responsibilities |
| Graduate Trainee Asset Development Surveyor  Under the direction of the Principal Investment Manager, training in, and assistance with the following:-   1. All aspects of property: management, investment advice, valuation, acquisition, disposal, agency, lease renewal, rent review and Compulsory Purchaser Orders. 2. To use GIS to produce plans. 3. To update the Council’s property database system’s to ensure date remains updated. 4. To pay and create invoices in relation to property projects. 5. To work with project development teams to ensure site assembly is completed to agreed timescales. 6. Take minutes of project meetings 7. Assist the Investment Team undertaking site visits 8. To process invoices for the Investment Team   Assistant Asset Development Surveyor  To work as part of the team or independently undertaking the following:-   1. Support the provision of property information within Growth and Prosperity to enable comprehensive assessment for project decisions and to ensure the property portfolios are suitable, sufficient and sustainable to deliver the Growth and Prosperity agenda. 2. To assist with rent reviews, lease renewals, assignments, covenant controls, consents for building works, legal transaction sheets, routine committee reports, variations in use and property transactional issues. 3. Preparing Heads of Terms, negotiating and agreeing terms for new leases and lease renewals. Instructing the Council’s Legal Service (Conveyancing) on new leases, renewals and sales of properties through to legal completion, in line with the Council’s Land Disposal Policy and relevant legislation. Preparing reports in respect of new leases/licences and carrying out renewals ensuring these agreements are satisfactorily completed within the agreed timetable, budget and service standards. 4. To progress land and property disposals for development, with appropriate Heads of Terms for disposal. 5. To progress development opportunities for the Council, as land owner/developer.  Managing lease renewals, lease expiries, rent reviews, meeting tenants on site, ensuring formal agreement is reached and documented and making necessary arrangements for the transfer of sale. 6. Supporting the Principal Investment Manager in undertaking valuations for the purposes of establishing rental and capital values for new agreements or for sale of properties and negotiating terms with the prospective tenant, licensee or buyer. 7. Marketing properties/development opportunities to let or sell. Land and property investigations, contributing to strategic reviews of the property portfolios including option appraisals, feasibility studies, whole life costings etc. 8. Attend Growth and Prosperity meetings and provide and action updates to stakeholders, as appropriate. 9. Monitor updates in relation to completions for the Corporate Property Database and the Team Projects Database is updated accordingly. 10. To prepare instructions to legal for acquisitions and disposals and monitor progress of transactions ensuring stakeholders are kept up to date through to completion. 11. Research and collate accurate data for valuations and negotiations for all purposes relating to, acquisitions and disposals, arranging and attending viewings and inspections of properties, with the guidance of the Principal Investment Manager. 12. Dealing with enquires concerning the possible sale or letting of Council owned land and offers to sell or lease the land. 13. Identifying sites/property (for potential acquisition opportunities) and properties for disposal, obtaining legal and other information, seeking approval to sell, dealing with site investigations, preparing marketing information, placing advertisements, dealing with enquiries, liaising with solicitors. 14. Managing and contributing to a range of projects, working with officers from other services, internal departments and external professionals, where required. 15. To undertake site visits 16. To draft Heads of Terms and rent reviews, in relation to property related transactions.   Asset Development Surveyor   1. To carry out technical professional work as part of the Growth and Prosperity team to defined technical standards and codes of practice and in accordance with legislation, under supervision of the Principal Development Manager. 2. To undertake and progress new and existing development opportunities, as part of the Council’s property portfolio, having regard to estate management practices, including: valuation work, new lettings, lease renewals and general surveying practice. 3. To carry out site visits, investigations and inspections of properties and development schemes, providing reports for decision making. Assisting with the development, acquisition, disposal, option appraisals and feasibility studies and support valuations of land and property. 4. Preparing Heads of Terms, negotiating and agreeing terms for new leases and lease renewals. Instructing the Council’s Legal Service (Conveyancing) on new leases, renewals and sales of properties through to legal completion, in line with the Council’s Land Disposal Policy and relevant legislation. Preparing reports in respect of new leases/licences and carrying out renewals ensuring these agreements are satisfactorily completed within the agreed timetable, budget and service standards. 5. To progress land and property disposals for development, with appropriate Heads of Terms for disposal. 6. To progress development opportunities for the Council, as land owner/developer.  Managing lease renewals, lease expiries, rent reviews, meeting tenants on site if necessary, ensuring formal agreement is reached and documented, and making necessary arrangements for the transfer of sale. 7. Supporting the Principal Investment Manager in undertaking valuations for the purposes of establishing rental and capital values for new agreements or for sale of properties and negotiating terms with the prospective tenant, licensee or buyer. 8. Marketing properties/development opportunities to let or sell. Land and property investigations, contributing to strategic reviews of the property portfolios including option appraisals, feasibility studies, whole life costings etc. 9. Attend Growth and Prosperity meetings and provide and action updates to stakeholders, as appropriate. 10. Monitor updates in relation to completions for the Corporate Property Database and the Team Projects Database is updated accordingly. 11. Support the provision of property information within Growth and Prosperity to enable comprehensive assessment for project decisions and to ensure the property portfolios are suitable, sufficient and sustainable to deliver the Growth and Prosperity agenda. 12. To assist with rent reviews, lease renewals, assignments, covenant controls, consents for building works, legal transaction sheets, routine committee reports, variations in use and property transactional issues. 13. To prepare instructions to legal for acquisitions and disposals and monitor progress of transactions ensuring stakeholders are kept up to date through to completion. 14. Research and collate accurate data for valuations and negotiations for all purposes relating to, acquisitions and disposals, arranging and attending viewings and inspections of properties, with the guidance of the Principal Investment Manager. 15. Dealing with enquires concerning the possible sale or letting of Council owned land and offers to sell or lease the land. 16. Identifying sites/property (for potential acquisition opportunities) and properties for disposal, obtaining legal and other information, seeking approval to sell, dealing with site investigations, preparing marketing information, placing advertisements, dealing with enquiries, liaising with solicitors. 17. Managing and contributing to a range of projects, working with officers from other services, internal departments and external professionals, where required. |

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| Qualifications  For information about qualification equivalency click [here](https://www.blackpooljobs.org.uk/Documents/4127139.docx) | Please mark which are Essential or Desirable  | E/D |
| Graduate Trainee Asset Development Surveyor  Degree in commercial property discipline e.g. real estate, property management  Full Driving Licence  Assistant Asset Development Surveyor  Degree in commercial property discipline e.g. real estate, property management  Eligible for the RICS APC programme to become a Chartered Surveyor  Working towards RICS APC programme (12 months) to become a Chartered Surveyor  Full Driving Licence  Asset Development Surveyor  Degree in commercial property discipline e.g. real estate, property management  Member of the Royal Institution of Chartered Surveyors (MRICS)  Registered Valuer with the RICS  Management qualification (e.g. ILM3)  Full Driving Licence | | E  D  E  E  D  D  E  E  E  D  D |

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| Knowledge, Skills and Experience  Required | Please mark which are Essential or Desirable  | E/D |
| Graduate Trainee Asset Development Surveyor  Knowledge   * + Knowledge of Landlord and Tenant Act 1954 obtained through the degree studies   + Knowledge of RICS regulations   + Knowledge of Lease Code   Skills   * + IT skills with Microsoft applications i.e. word, excel   + Good communication skills   + Good organisation skills   + Good literacy and numeracy skills   + GIS mapping   Experience   * + Experience of working in a property role   + Experience of working in local government   Assistant Asset Development Surveyor  Knowledge   * Considerable Knowledge and understanding of Landlord & Tenant Act, and relevant property legislation * Considerable Knowledge of statutory requirements, RICS Codes of Practice, particularly Measuring Practice, Commercial Lease Code and Service Charge Code and regulatory requirements * Considerable Knowledge of estate management and surveying practices, including rent reviews, lease renewals and new lettings / leases * Understanding of RICS Valuation – Professional Standards * Understanding of Best Value, Well Being Powers (Localism Act) and how they apply to Section 123 of the Local Government Act * Considerable knowledge of Land and Property Deeds, with an understanding of asset management and the development process. * Knowledge of procurement procedures and codes of practice as well as financial regulations, contract administration, and local government or similar organisation procedures/processes.   Skills   * Computer, IT skills and specialist packages such as GIS and property database. * Excellent communication skills, both written and verbal * Excellent interpersonal skills * High level of numerical competency * Good organisational skills and ability to prioritise workload * Good negotiation skills   Experience   * Considerable experience of land and property deeds * Experience in a public sector commercial property department dealing with Leases and Licences and marketing of property. * Considerable experience of acquiring and disposing of commercial property   Asset Development Surveyor  Knowledge   * Substantial knowledge of Land and Property Deeds, with an understanding of asset management and the development process. * Substantial understanding of Landlord & Tenant Act, and relevant property legislation * Understanding of RICS Valuation – Professional Standards * Substantial knowledge of statutory requirements, RICS Codes of Practice, particularly Measuring Practice, Commercial Lease Code and Service Charge Code and regulatory requirements * Substantial knowledge of estate management and surveying practices, including rent reviews, lease renewals and new lettings/leases. * Understanding of RICS Valuation – Professional Standards * Understanding of Best Value, Well Being Powers (Localism Act) and how they apply to Section 123 of the Local Government Act * Knowledge of procurement procedures and codes of practice as well as financial regulations, contract administration, and local government or similar organisation procedures/processes.   Skills   * Computer, IT skills and specialist packages such as GIS and property database. * Excellent communication skills, both written and verbal * Excellent interpersonal skills * Excellent negotiation skills * High level of numerical competency for preparing valuations, reviewing schedules of works and preparation/monitoring of service charge budgets. * Good organisational skills and ability to prioritise workload   Experience   * Substantial experience of land and property deeds * Substantial experience of acquiring and disposing of commercial property * Experience in a public sector commercial property department dealing with leases and licences and marketing of property. | | E  D  D  E  E  E  E  D  D  D  E  E  E  E  D  E  D  E  E  E  E  E  E  E  D  E  E  E  E  E  E  E  D  D  E  E  E  E  E  E  E  E  D |

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| Initiative and Independence |
| Graduate Trainee Asset Development Surveyor   * Working within recognised procedures for e.g. Property measurement, surveying, inputting data on property database * Post holder allocated work by senior staff * Post holder to report problems to senior staff.   Assistant Asset Development Surveyor  The post holder will have the ability to work to their own initiative once the project has been allocated, instruct internal and external stakeholders/contractors and take part in decision making both financial and those affecting timescale. Organise own workload within given project constraints and budget.  Be aware of relevant property legislation, guidelines and best practice specifically in the context of property in Local Government.  **Asset Development Surveyor**  Will organise and plan own case load with only limited guidance on prioritisation from Principal Investment Manager or Head of Investment |

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| Relationships/Nature of contacts |
| Graduate Trainee Asset Development Surveyor  **Internal**  Members of Growing Places primarily  Also contact with other Council departments  **External**  Contractors, businesses and residents  Assistant Asset Development Surveyor  **Internal**  Work with other team members to share information and resolve problems; support and assist other members  of the team.  Receive and clarify work instructions from supervising officers.  May chair meetings  Make recommendations to senior surveyors and officers  **External**  Stakeholders - Wholly Owned Companies, landlords  Clients - tenants  General - may have to deal with clients and members of the public, who may challenge and/or disagree with outcomes  Suppliers – negotiate contracts and agreements  Receive and respond to queries & complaints, gather information, explain situations; discuss and debate problems and their possible solutions  **Asset Development Surveyor**  **Internal**  Growth and Prosperity Team  Senior management  Councillors  **External**  Suppliers  Stakeholders - Wholly Owned Companies, landlords  Clients - tenants  General - may have to deal with clients and members of the public, who may challenge and/or disagree with outcomes |

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| Responsibility for Resources (Financial, Physical, Capital, Information) |
| Graduate Trainee Asset Development Surveyor  **Financial Resources**   * Will organise/undertake invoicing, and paying of invoices. Potentially approx. £1 million per annum.   **Physical Resources**   * IT equipment * PPE * Property measuring equipment   **Capital Resources**   * To provide support for capital projects – Adelaide Street Health Centre - £7m (4 year scheme). Abingdon Street Post Office - £26m (5 year scheme)   **Information Resources**   * Data   Assistant Asset Development Surveyor  **Financial Resources**   * Assist in monitoring of budgets and report when any action is required to ensure spend is within budget. * Responsible for regularly monitoring the finances of work-streams feeding into projects through to completion and agreement of final accounts, justifying any approved additional expenditure or variations in the process of the works.   **Physical Resources**   * The use of different surveying measuring equipment such as densitometers, protimeters, borascopes, digital cameras, ladders and the use of Council vehicles. * Suitable personal protective covering clothing, footwear, gloves, eye protection and dust masks may also be used in the process of carrying out duties.   **Capital Resources**   * Assist in capital projects – Adelaide Street Health Centre - £7m (4 year scheme). Abingdon Street Post Office - £26m (5 year scheme)   **Information Resources**  Data, Land Registry, Co-Star property database, VEPI data, in-house property database  **Asset Development Surveyor**  **Financial Resources**   * Monitoring of budgets and report when any action is required to ensure spend is within budget.   **Physical Resources**   * Surveying equipment and PPE.   **Capital Resources**   * Assist in capital projects – Adelaide Street Health Centre - £7m (4 year scheme). Abingdon Street Post Office - £26m (5 year scheme)   **Information Resources**   * Data, Land Registry, Co-Star property database, VEPI data, in-house property database |

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| Responsibility for People (including supervision/training of staff or clients) |
| Graduate Trainee Asset Development Surveyor   * None   Assistant Asset Development Surveyor   * Supervisions of contractors on small projects   **Asset Development Surveyor**   * Supervision and support for apprentices * Supervise contractors and consultants delivering projects. |

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| Mental and Emotional Demands |
| Graduate Trainee Asset Development Surveyor  **Mental Demands**   * Support in the calculations and valuations, preparing reports for the Council, business cases, and RICS Red Book reports, complex legal documents including leases. Concentration for up to 2 hours. * Work related pressures, deadlines, ability to switch between tasks and activities. * Most work is target based with tight deadlines set against the interruptions and unpredictable deadlines that are created by business need.   **Emotional Demands**  None  Assistant Asset Development Surveyor  **Mental Demands**   * To undertake reading of complex legal documents with constant distraction from colleagues and telephone calls. * Competing demands for decisions and information. * Requires significant concentration when drafting Heads of Terms, reports, valuations etc. all of which demand high levels of numeracy and literacy. * Reading of documents which could take 1 or 2 hours. * Working to tight deadlines involving a number of stakeholders with competing claims and views.   **Emotional Demands**   * Will involve working outdoors where post holder may be in contact with homeless, drug users or other vulnerable people.   **Asset Development Surveyor**  **Mental Demands**   * Requires significant concentration when drafting Heads of Terms, reports, valuations etc. all of which demand high levels of numeracy and literacy. * Reading of documents which could take 1 or 2 hours. * Working to tight deadlines involving a number of stakeholders with competing claims and views.   **Emotional Demands**   * Will involve working outdoors where post holder may be in contact with homeless, drug users or other vulnerable people. |

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| Planning Requirements |
| Graduate Trainee Asset Development Surveyor   * Plan work on a week to week basis with regular instructions * Training plan to be agreed.   Assistant Asset Development Surveyor   * Organise work within a time horizon of weeks to months coordinating a variety of disciplines. * Planning processes for specific pieces of work up to 12 months in advance. * Contribute to the development of the business and service plans * Managing and contributing to a range of projects   **Asset Development Surveyor**   * Organise work within a time horizon of weeks to months coordinating a variety of disciplines. * Planning processes for specific pieces of work up to 18 months in advance. * Contribute to the development of the business and service plans * Managing and contributing to a range of projects |

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| Key Facts and Figures |
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| Working Conditions (This information is used to carry out any pre-employment medical questionnaires and to evaluate the Job Evaluation Working Conditions factor) | | | | | | | | | |
| Manager Assessment of Working Conditions (percentage of time involved) | | | | | | | | | |
| Manual Handling – Heavy Loads (over 25KG) | | 0% | Manual Handling – Light to Moderate (under 25KG) | | | 5% | Vibrating plant/ tools/ equipment | | 0% |
| Noise | | 0% | Repetitive work activity/ operations | | | 0% | Prolonged standing/ walking | | 10- 40% |
| Prolonged sitting in a constrained position | | 0% | Confined spaces | | | 1% | Extremes of temperature (e.g. very hot / cold) | | 0% |
| Adverse weather conditions (e.g. frost, rain, etc.) | | 2 -10% | Working at Height | | | 2 -5% | Driving HGV/ LGV/ PCV/ Minibus | | 0% |
| Fumes, dusts, gases, etc. | | 1-2% | Solvents, oils, paints, de-greasers, etc. | | | 0% | Pesticides, herbicides, insecticides | | 0% |
| Detergent or other cleaning chemicals | | 0% | Biological hazards (e.g. vomit, urine, blood, sharps) | | | 1% | Display screen equipment | | 50 - 70% |
| The job involves working with (percentage of time involved) | | | | | | | | | |
| Plant and/or machinery | | 0% | Vehicles (including driving) | | | 0 -10% | Electricity | | 0 -10% |
| Welding | | 0% | Food Handling | | | 0% | Animals | | 1% |
| Working alone | | 0-20% | Working with vulnerable people | | | 0% | Working with people with additional needs | | 0% |
| Working with members of the public | | 0-10% | Other (please state): | | |  | | | |
| Frequency of Risks that may apply whilst working in a people related environment | | | | | | | | | |
| Risk of Abuse | Monthly | | | Risk of Aggression | Low | | Risk of Injury | Monthly | |

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| Vision and Values |
| Blackpool Council's new Council Plan outlines what our vision and priorities will be during from 2019 to 2024.  Blackpool might be the biggest and the brightest but it isn’t without its challenges. We have major social and health issues to deal with, whilst needing to develop and innovate so our town meets the changing desires of modern day audiences.  We need to take advantage of other opportunities - in fields like energy generation - with the same vigour our predecessors had, when building iconic attractions such as the Winter Gardens, the Tower and Tower Buildings, the Pleasure Beach and of course the true one-off that is the Blackpool Illuminations.  This Council Plan is our response to this picture. It’s our way of telling the story of our town and bringing the strands of our economy and society together so that everyone – residents, organisations and visitors – knows what we’re doing, who we’re doing it with and why we’re doing it. **Our vision for Blackpool is that we will:**Retain our position as the UK's number one family resort, with a thriving economy that supports a happy and healthy community who are proud of this unique town.**Our Priorities** We have two priorities:   * [Priority one - The economy](https://www.blackpool.gov.uk/Your-Council/Creating-a-better-Blackpool/Blackpool-Council-plan/Priority-one-The-economy.aspx): Maximising growth and opportunity across Blackpool * [Priority two - Communities](https://www.blackpool.gov.uk/Your-Council/Creating-a-better-Blackpool/Blackpool-Council-plan/Priority-two-Communities.aspx): Creating stronger communities and increasing resilience   Our Values  We aim to:   * Deliver **quality** * Be **fair** * Be **accountable** * Be **compassionate** * Be **trustworthy** |

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| Equal Opportunities:  We do our utmost to ensure that here is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of their age, sexuality, religion or belief, race, gender or disabilities. |