

Job Description

Post Title	Principal Estates Surveyor	Grade	HO5 (scp 39-41)
Post No		Other Payments	Essential Car User Professional subscription
Team	Estates and Asset Management		
Division	Technical Services	Hours of work	37hrs per week
Directorate	Development Services	Contract Period	Full time, permanent
Responsible to	Head of Technical Services	Supervisory Responsibility for	Estates Apprentice

Job Purpose
To control and co-ordinate the service delivery of the Estates Service to cost effective, high quality standards in accordance with legislation and corporate objectives.
Responsibilities and Duties
<ul style="list-style-type: none"> • To be responsible for ensuring that the Estates Service operates in line with corporate objectives and policies and is within the legislative framework and national and regional policy. • To coordinate asset valuations and advise the Head of Technical Services of the implications of new legislation and new initiatives in connection with the service area. • To give advice to elected members, staff and customers on Estates and Asset Management matters. • To discharge the Council's statutory function in relation to the service area (estate and property management) in an efficient and effective manner having regard to relevant national and local performance standards and ensure compliance with all relevant legislation through effective procedures. • To negotiate acquisitions and disposals for Council land and buildings • To manage the Council's commercial property portfolio including liaising with tenants, negotiating rent reviews and lease renewals and undertaking property inspections to assess compliance with lease and license terms and conditions as well as statutory legislation. • To lead in the formulation of effective policy and advice to the Council and to implement policies in connection with the service area. • To prepare written reports for and attend the meetings of the Council and its Committees and working groups; attendance at court if required, and attend meetings with external customers and stakeholders in respect of all matters in connection with Technical Services. • To ensure effective financial control of land and property resources and maximise opportunities for income generation. • To produce and submit periodic performance reports relating to the service.

- To formulate, prepare, implement and review the Council's Asset Management Plan in the context of the Council's other corporate strategies and plans and to assist the Head of Technical Services to prepare the annual service plan and budget.
- To ensure effective liaison and partnership arrangements are maintained with other council services, local authorities and agencies to deliver an Estates and Asset Management function and any other related Technical Services
- To lead, direct, recruit, support, manage (including dealing with grievance and disciplinary matters), motivate, enthuse and train staff within the Estates team.
- To acquire and maintain an operational understanding of ICT systems, eg Concerto, which will enhance the effectiveness of the section and ensure that these systems are used and developed to continuously improve performance.
- Promote equality of opportunity and valuing diversity within the service;
- To have a flexible approach that will require out of hours work (including bank holidays and weekends) to meet the demands of the service, including response to emergency situations as required
- To ensure that all processes are carried out in accordance with current legislation, regulations and Council policy, with particular emphasis on Health & Safety, customer care and data protection;
- To undertake training and other duties which are commensurate with the grading and responsibility of the post.

Prepared By: Darren Bell

Date: April 2024

Person Specification

POST TITLE: Principal Estates Surveyor

DIRECTORATE: Development Services

POST NO:

COMPETENCIES (All competencies listed are <u>essential</u> to the post)	METHOD OF ASSESSMENT
CUSTOMER FOCUS <ul style="list-style-type: none"> • Treats employees as customers • Puts the customer first and values the customer in everything they do • Is professional, polite and friendly at all times • Appreciates the customer is the only reason there is a job • Challenges whether the existing ways of doing things meet customer need 	Application form / interview
WORKING TOGETHER <ul style="list-style-type: none"> • Promotes effective working across different service areas • Accepts and provides constructive challenge • Is an effective team player • Demonstrates the ability to learn from others • Focuses on solutions rather than problems • Works with others to deliver great performance 	Application form / interview
EFFECTIVE COMMUNICATION <ul style="list-style-type: none"> • Clearly explains the reasons for decisions made • Open, honest and transparent in all communications • Champions success at every opportunity • Demonstrates the ability to listen and understand • Never 'bad mouths' the organisation • Contributes to feedback and engagement at work 	Application form / interview
PRIDE & INTEGRITY <ul style="list-style-type: none"> • Demonstrates enthusiasm and personal commitment • Takes pride in working for Fylde Council • Enjoys the work they do in their chosen career • Has respect for others at all times • Appreciates and values the opinion, interests and views of others • Always represents Fylde in a positive manner 	Application form / interview

COMPETENCIES (All competencies listed are <u>essential</u> to the post)	METHOD OF ASSESSMENT
STRONG LEADERSHIP MANAGEMENT <ul style="list-style-type: none"> • Is always accessible and approachable • Leads by example and always displays a positive attitude • Motivates, encourages and supports others to achieve their best • Has a strong focus on doing what is best for the organisation • Manages change as part of the 'day job' • Makes creative suggestions about how to do things better 	Application form / interview

QUALIFICATIONS	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT
Degree or equivalent in a relevant property discipline.	E	Application form / interview
Membership of the Royal Institution of Chartered Surveyors	E	Application form / interview

SKILLS / KNOWLEDGE / EXPERIENCE	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT
Minimum of five years post qualification experience in estates management	E	Application form / interview
Knowledge and experience in landlord and tenant issues, valuations, acquisitions and disposals	E	Application form / interview
Effective interpersonal skills, advocacy and negotiating skills	E	Application form / interview
Good presentation and negotiating skills	E	Application form / interview
Must be able to prioritise workload, make decisions and work to critical deadlines, and on their own initiative.	E	Application form / interview
Good levels of literacy and numeracy skills in preparing reports and budget documents.	E	Application form / interview
Be computer literate and have an understanding of the potential impact of new technology in relation to the service.	E	Application form / interview
Have commercial estates management experience.	E	Application form / interview
Experience of working with elected members and other representatives.	D	Application form / interview
Good presentation skills and ability to mentor, develop and train staff.	D	Application form / interview
Good understanding and experience of financial management.	D	Application form / interview

Other Requirements To hold a full UK driving licence and be able to drive and have use of a vehicle for work purposes (post is an essential car user post)
DATED: April 2024