

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE: Corporate Resources

DIVISION: Property Services

POST: Property Surveyor

GRADE: P.O.2

POST NO: EC06

RESPONSIBLE TO: Head of Corporate Property

JOB SUMMARY

To provide a comprehensive and professional valuation, estate management and facilities management service for the Council.

SPECIFIC RESPONSIBILITIES

Estate Management

1. Undertake all day-to-day estate management work in respect of the Council's commercial portfolio (e.g. compliance inspections, new lettings, lease renewals, rent reviews, assignments, licences to alter, dilapidations, acquisitions, disposals, rating etc).
2. Manage the Council's portfolio of miscellaneous land and property interests (e.g. garden licences, rights of way etc). Negotiate new easements, rights of way and licences to use land when required.
3. Manage workloads to ensure that all rent reviews, lease renewals and other professional events are dealt with in adequate time.
4. Monitor rental income and arrears arising from leases and licences, initiating recovery and possession as appropriate in liaison with tenants and the Council's Accounts and Legal departments.
5. Ensure vacant buildings are kept in a safe, clean and tidy condition and available for letting.
6. Monitor the condition of property and land, making arrangements where necessary for the repair and maintenance of property and ensure work is carried out to the required standard and within budget.
7. Liaise with staff in other Service Units to ensure the Council's property holdings comply with legal and other requirements (e.g. health and safety, insurance).
8. Ensure all tenants comply with legislation as appropriate.

9. Under the direction of the Head of Corporate Property negotiate the sale, purchase or lease of land and buildings for the Council, and co-ordinate arrangements through to completion.
10. Deal with encroachments, boundary disputes and other land ownership issues.
11. Co-ordinate enquiries and requests (for disposals, rights of way etc) from members of the public and other organisations, liaising with other departments, and reporting to Members where required.
12. Provide advice and support to other managers in relation to the Council's portfolio of operational land and property.

Valuation

13. Undertake valuations of Council owned land and property and provide the Council with valuation advice across a mixed portfolio.
14. Carry out asset valuations on a rolling programme, assist in updating and maintaining the Council's Corporate Asset Register.
15. Carry out valuations of operational property to determine the opportunities for appeal against rateable values, making appeals where necessary.
16. To assist the Head of Corporate Property in monitoring costs of occupation and investigating possible solutions for cost savings.

Asset Management

17. Assist the Council's Head of Corporate Property with the asset management planning process and any related tasks such as performance monitoring.
18. Identify, market and arrange the disposal of vacant land and property deemed surplus to requirements.
19. Assist with the collation of corporate land and property data.
20. Monitor trends and developments in the local property market, collecting and recording data that will assist with identifying implications for the Council's property holdings.
21. Contribute to land and property development projects.
22. Contribute towards the Council's decarbonisation strategy by reducing the carbon footprint for the Council's property assets by monitoring/acting on the recommendations of Energy Performance Certificates, progressing capital initiatives such as the installation of solar panels, etc.
23. To deputise for the Head of Corporate Property in their absence in all property, asset management and facilities management related matters.

Facilities Management

Undertake the management, maintenance and refurbishment of the Council's operational properties as necessary, working in conjunction with the Building Services Manager.

GENERAL DUTIES AND RESPONSIBILITIES

1. Act as the central point of contact for enquiries relating to the Council's property holdings.
2. Assist with the maintenance of the Council's Land Terrier.
3. Contribute to the evaluation and improvement of systems and procedures to ensure best working practice, to maximise efficiency of the team and monitor caseloads.
4. Monitor legislative changes, best practice and other developments within the areas of responsibility.
5. Prepare reports to Council, Committees, Working Groups and outside bodies as necessary.
6. Ensure compliance with the requirements of the individual responsibilities for safety as issued from time to time by the Head of Corporate Property.
7. Participate in inter-service and other meetings as required.
8. Ensure all procurement is undertaken in accordance with the Council's procurement policies.
9. To provide advice and support to other staff if required.
10. Plan, co-ordinate and manage a personal caseload, ensuring personal performance targets are effectively met and contribute to the achievement of the targets of the whole team.
11. Undertake other duties commensurate with the experience of the post holder and the grading of the post.
11. Assist in the development of, and ensure adherence to, the Council's Health & Safety Policy.
12. Ensure that equal opportunities and customer care is a central dimension in all matters.