

Job profile

Service and job specific context statement

Directorate:	Central Services
Service:	Property Service
Post title:	Property Transactions Surveyor
Grade:	L
Responsible to:	Property Transactions Manager
Staff managed:	None
Date of issue:	TBD
Job family:	P&T - Professional & Technical

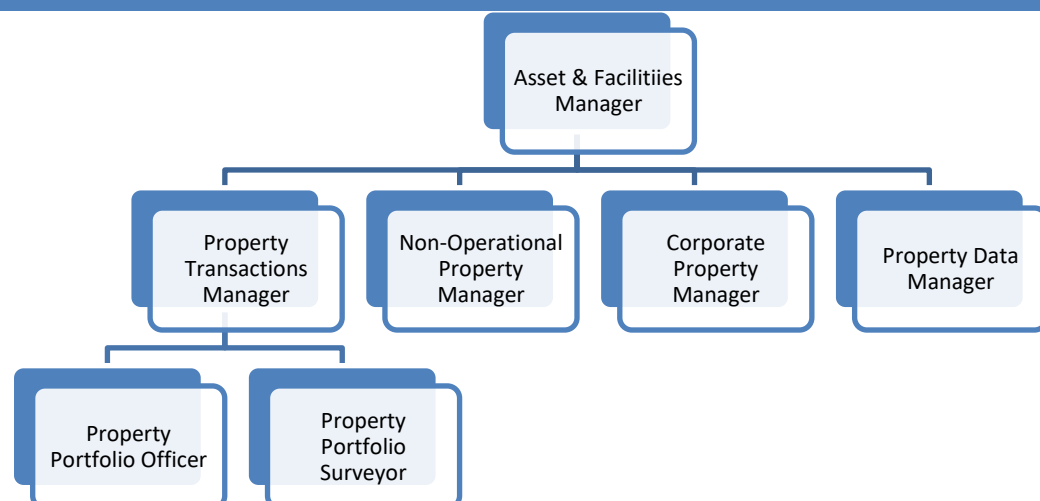
Job context

This role is within the Property Service which forms part of the County Council's Strategic Resources Directorate, within its Central Services. The post has responsibility for specific aspects of the management of the County Council's property within an overall property portfolio consisting of over 800 properties and which includes schools, corporate offices, service delivery accommodation and farms.

The arrangements for the management of property have developed over a number of years, including through the centralisation of the management responsibilities for corporate offices and service delivery accommodation and the establishment of a 'Corporate Landlord' model in 2013. As a consequence, the Property Service is responsible for the management of all corporate operational and non-operational property. It also retains some responsibilities for the management of schools.

The post is responsible to the Property Transactions Manager for undertaking allocated property redeployment and transaction cases and estate management activities, including acquisitions, sales, leases, covenant releases, rent reviews, and lease terminations.

Structure



Job profile

Job Description

Job purpose	To undertake property redeployment and transaction cases and estate management activities in the Council's best overall interest.
Operational management	<ul style="list-style-type: none"> Undertake redeployment and transaction cases, including undertaking inspections, preparing in-principle transaction reports for approval by other team members and preparing Heads of Terms for approval by others. This may include transactions by way of compulsory purchase. Undertake cases related to rent reviews, lease breaks and lease expiries, including leading inspections, seeking expert advice as appropriate, preparing in-principle transaction reports for approval by others and preparing Heads of Terms for approval by others. This may also include co-ordinating dilapidations claims. Provide professional preliminary indications of value and valuations for the acquisition and redeployment of property and for use in business cases and option appraisals to inform decision-making. Depending on the case, co-ordinate or provide detailed interpretation of deeds and provide detailed advice related to property ownership and tenure, in consultation with Legal & Democratic Services. Undertake the initial and regular inspections of vacant properties with the Property Portfolio Officer.
Communications	<ul style="list-style-type: none"> Advise and support staff within NYCC services and elsewhere in the Property Service in relation to issues associated with property transactions and estate management.
Partnership / corporate working	<ul style="list-style-type: none"> Liaise with services across NYCC, current or prospective owners and tenants to ensure that services needs are understood.
Resource management	<ul style="list-style-type: none"> Commit expenditure against budgets held by the Section and budget allocations provided by directorates.
Systems and information	<ul style="list-style-type: none"> Use systems and information in service management and delivery as appropriate. This mainly involves Concerto (the property management system) that covers a wide range of data from ownerships records to asbestos surveys to condition data to servicing records.

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> Basic Knowledge of the statutory requirements and best practice with respect to asset management issues. Significant Knowledge of the process of property transactions and the requirements needed to achieve effective transactions. Basic Knowledge of information systems (for example property databases and / or property management systems). 	
Experience <ul style="list-style-type: none"> Significant Experience of undertaking property transactions and estate management - including acquisitions, rent reviews, disposals, licences, 	

Job profile

<p>commercial leases, interaction with solicitors around conveyancing and handling the consequences of ownership.</p> <ul style="list-style-type: none"> Significant Experience of undertaking valuations. 	<ul style="list-style-type: none"> Experience of handling compulsory purchase cases. Experience of dilapidations cases.
<p>Occupational Skills</p> <ul style="list-style-type: none"> Negotiation and persuasion Application of procedures to ensure consistent quality of service. Interpersonal and effective communication with varied audiences in writing and orally. Problem solving. Analytical skills. Resilience. Identification and management of risks. ICT skills - Microsoft Excel and Word (or equivalent software). 	
<p>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</p> <ul style="list-style-type: none"> A recognised professional qualification related to the role (MRICS, etc.) or equivalent demonstrable experience in a comparable role. 	
<p>Other Requirements</p> <ul style="list-style-type: none"> Ability to travel across the County. Ability to attend meetings outside of normal business hours – occasionally. 	
<p>Behaviours</p>	<p>Link</p>

NB – Assessment criteria for recruitment will be notified separately.