

Designation: Principal Estates Surveyor
Grade: Stroud 6
Hours: 37 per week
Location: Ebley Mill
Job Purpose: To contribute towards the delivery of a quality property management service for the council
Responsible to: Property Manager
Responsible for: N/A

KEY DUTIES

- Provide professional advice on property management issues to other officers and councillors.
- To develop and manage an individual caseload.
- Undertake landlord and tenant work including;
 - marketing, new lettings, lease renewals, rent reviews and dilapidations
 - Preparation of service charge expenditure including the preparation of budgets
 - Working with the property team on Health & Safety, day-to-day property management, tenant liaison, estate repairs and maintenance.
 - Ensure tenant compliance in relation to lease terms
 - Deal with tenant applications for consent to assign, sublet and alter
- To help deliver the council's corporate asset management strategy, including community asset transfers and property reviews
- To deal with licences, easements and wayleaves
- To manage minor disposals and acquire property including the acquisition of residential properties.
- Be responsible for ensuring that all standing orders, financial regulations and policies & procedures are complied with.
- Procure and manage consultants and agents as necessary.
- Build successful relationships with customers, internal stakeholders & external advisors
- Provide a high level of customer service to all internal and external customers
- Contribute as an effective and collaborative member of the property services team.
- To undertake other key tasks as instructed by the Property Manager.

SKILLS AND KNOWLEDGE

- Educated to degree level or equivalent

- General Practice Chartered Surveyor (MRICS) with a minimum of 1 year's post-qualification experience
- An understanding of administrative processes and systems necessary to fulfil legal requirements.
- Experience of managing budget/expenditure and of accounting procedures.
- Skilled negotiator
- Excellent communication skills both written and verbal.
- Report writing skills
- Self motivated
- Ability to manage own time and workload.
- Experience of working with the general public.

COMPLEXITY AND CREATIVITY

- Ability to balance commercial realism with public sector objectives.
- Broad ability to balance issues, analyse options and deliver results
- Work which requires a range of imaginative solutions or responses and involves application of fresh and innovatory thinking

JUDGEMENT AND DECISIONS

- Required to exercise discretion in a range of areas where advice is not normally available and policies and procedures provide only general guidelines.

CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public
- Tenants

Contact required in respect of service delivery issues where the content and outcome are not straightforward or well established and could involve more detailed assessment, planning, evaluation, care and assistance. Some authority in the provision of services is required.

RESOURCES

Responsible for directly managing part of the Council's property portfolio.

TRAVEL DESIGNATION

Any mileage conducted on Council business will be reimbursed in line with HMRC rates and in accordance with the Councils Travel and Subsistence Policy.

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at Work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.