

Job Vacancies



Estates Surveyor – Full Time **Salary: £40, 476 - £42, 708 per annum**

Preston is a vibrant and thriving city located at the heart of Lancashire.

Having recently been recognised as the UK's most improved city, Preston enjoys first class transport connectivity on the west coast mainline for rail and is linked to four major motorways including the M6. The city also has good access to superb greenspace including a number of historic parks, the Forest of Bowland and the Lake District with the Fylde coast on its doorstep.

Preston as a city has exciting plans at its heart including the new leisure development, Animate. To help deliver the council's investment and development ambitions, we need to make effective use of land and buildings, maximising receipts from the £40M+ property investment portfolio.

We are looking for experienced and ambitious individuals to join a small team to deliver the Council's agenda for growth and change.

If you are an experienced surveyor who may or may not be chartered, and looking for your next step in a dynamic environment then I would encourage you to apply for this position. We would support you through your RICS application if you have in excess of 10 years' relevant commercial property experience either in the public or private sector.

As an employer we like to thank our employees for their hard work and commitment by giving them the opportunity to access a range of employee benefits including;

- Flexible and hybrid working
- Payment of professional fees
- A minimum of 30 days' annual leave plus bank holidays
- Family friendly policies and access to an Employee Assistance Programme
- Local Government Pension Scheme, AVC's, life assurance scheme
- Free parking plus cycle to work scheme and discounted bus and rail fares.

If you have any questions or would like an informal discussion, then please contact Marie Percival on 01772 906750 or m.percival@preston.gov.uk

JOB OUTLINE



Dept: Environment and Property		Section: Investment Property
Post No: EPIP01005	Designation: Estates Surveyor	Grade: 11 SCP 31-33

Purpose of Job:

To provide a wide range of support and assistance to effectively & proactively manage the Council's commercial land & property and undertake asset valuations commensurate with the role.

Main Duties/Responsibilities:

- To undertake the management of the Council's property and land.
- To negotiate rent reviews and lease renewals with tenants or their appointed agent, managing any rent review disputes and agreeing any variations to the lease and terms for surrenders.
- To negotiate acquisitions and disposals by way of lease, licences and sale with individuals or their agents, perform full due diligence and provide formal instructions to solicitors and ensuring the legal agreement reflects the agreed Heads of Terms.
- To ensure at lease surrender and lease expiry that all matters are documented and dilapidations claims and negotiations undertaken where appropriate. Making necessary arrangements for the transfer of keys, return of rent deposits, informing utilities and taking meter readings etc.
- To effect formal marketing properties or land to let or sell, preparing heads of terms, negotiating and agreeing terms for new leases and lease renewals, appointing external marketing agents as appropriate.
- Instructing the conveyancing team in Legal Services on new leases, renewals and sales of properties through to completion, in line with the Council's Land Disposal Rules and relevant legislation.
- To monitor income receipts & rent arrears, liaising with the Finance team to ensure delivery against the income targets and providing the information required for budgeting purposes on likely rent increases, impact on vacant properties e.g. general rates liability, insurance etc.
- To undertake and support colleagues on a variety of asset valuations as part of the annual audit of council assets.

- To prepare written reports for Member approval, as and when required.
- To attend meetings as required, including close liaison with all tenants and staff working for other departments of the Council.
- To arrange repair and maintenance works that are the Council's responsibility as Landlord, instructing the Council's Building Maintenance team when necessary and corresponding with the tenants to keep them informed of planned works and arrange inspections of vacant properties on a regular basis.
- 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 (GDPR).
- To undertake training and other duties which are commensurate with the grading and responsibility of the post.

NB. The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote equality and all employees must be aware of that duty and work to the Council's equality standards.

In addition, other duties at the same level of responsibility may be allocated at any time

March 2023

EMPLOYEE SPECIFICATION



Dept: Environment and Property		Section: Investment property
Post No: EPIP01005	Designation: Estates Surveyor	Grade: 11 SCP31-33

<p>Qualification:</p> <ul style="list-style-type: none"> (D) Chartered Surveyor MRICS, or equivalent experience in excess of 10 years (D) RICS Registered Valuer (E) Degree in Estate Management or equivalent.
<p>Knowledge/Skills/Abilities:</p> <ul style="list-style-type: none"> (E) Excellent negotiation skills to secure best value deals for the Council (E) Ability to undertake and / or support the preparation of asset valuations (E) Ability to write letters and reports in a clear and professional manner. (E) A thorough working knowledge of relevant Landlord & Tenant legislation (E) Good communication skills (E) Knowledge of the property market and factors affecting property value (E) Ability to work as part of a team. (E) Ability to work on own, prioritise work and deliver projects (E) Knowledge of the various methods of marketing, disposal and acquisition of land and buildings (E) Ability to use property software and online data sources.
<p>Experience:</p> <ul style="list-style-type: none"> (E) Experience of managing a commercial property portfolio and conducting negotiations (E) Experience of preparing asset valuations. (E) Experience of Landlord & Tenant issues (E) Experience of Asset Management and Property Reviews (D) Experience of Local Government practises and procedures (E) Experience of working in a busy office environment as part of a team.
<p>Special Requirement:</p> <ul style="list-style-type: none"> (E) A full UK driving licence and have use of an appropriate vehicle
<p>Date Produced: March 23</p>