

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Economy and Place Directorate
SECTION:	Estates and Assets
LOCATION:	Number One Riverside
JOB TITLE:	Estates Surveyor
POST NUMBER:	
Grade:	Grade 7
Accountable to:	Principal Surveyor
Accountable for:	None
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

This post is not Politically Restricted in accordance with the current regulations

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART

As defined by the Service

PURPOSE AND OBJECTIVES OF THE JOB

To realise the highest quality values and other outcomes from the Council's property portfolio by ensuring the delivery of first class professional valuation, estate and asset management services

Control of Resources

Personnel

The postholder will have no direct personnel management responsibilities, but will be expected to provide support and advice to other members of the Estates and Assets team.

Financial

Responsibility for:

- Negotiating financial deals
- Administering service charges
- Managing contracts and works orders
- Raising Purchase Orders

Equipment/Materials

The Postholder will be required to use a range of equipment, including but not limited to damp meters, measuring equipment, locks and padlocks, bolt cutters.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal – Staff within the Estates and Assets Team, Economy Directorate and other Council Services. Council Members.

External - Council partner organisations, Council landlord and tenants, prospective purchasers and vendors, members of the public and legal and property representatives.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. To carry out a variety of general professional, property valuation, and estate management duties, designed to protect and realise the value of the Council's property assets, including but not limited to:
 - Rental, capital and statutory property valuations
 - Property review and option appraisals
 - Detailed negotiations with third parties for disposals, acquisitions, landlord and tenant issues, development options and other purposes
 - Day to day estate and property management, including supervising repairs, dilapidations, interpreting and applying lease terms, managing relationships with landlords, tenants and contractors.
 - The management of defined portfolios of properties.
 - Administration of service charge accounts.
2. To manage projects relating to land and property management and transactions.
3. To prepare and present reports for committees and senior managers
4. To meet service delivery objectives set by more senior members of staff.
5. To measure the performance of the property portfolio and it's managers, and to continually seek to improve their performance in accordance with the Council's wider objectives.
6. To maintain data on properties and projects, as appropriate, and to develop competence in the use of the Council's property data systems.
7. To work with other members of staff across the Economy Directorate and other Council services to provide an effective and joined up service.
8. To conform to and contribute to the development and improvement of effective business processes and procedures.
9. To communicate effectively with clients, to understand their requirements and to deliver services and reports in accordance with their expectations.
10. To represent the Service on working groups as required.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	Beverley Hirst	Date	3 October 2022
	_____		_____
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
	_____		_____
Service Director	_____	Date	_____

**Rochdale Borough Council
Person Specification**

Service :	Economy	Post:	Estates Surveyor
Section :	Estates	Post Number :	
Job Ref:		Grade:	7

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Do you have the experience identified in the person specification?	E	AF/I
2 Are you willing and able to work flexibly as and when required to fulfil service needs?	E	AF/I
3 Do you have the ability to travel to sites across the borough and further afield as the demands of caseload require	E	AF/I
(b) Qualifications and Experience		
4 Please confirm if you are a Member or Fellow of the Royal Institution of Chartered Surveyors achieved on a relevant pathway or have experience working in an Estates Officer type role in either the public or private sector	E	AF/production of certificate
5 Please give details of working in a team environment	E	AF/I
(c) Skills and Knowledge		
6 Please give details of your ability to demonstrate a competent level of technical knowledge in respect of valuation methodology, landlord and tenant legislation and practice, property disposals, professional ethics	E	AF/I
7 Please give details of your literacy and numeracy skills in the following: Ability to write reports and correspondence including those with a high level technical input Ability to produce reliable calculations to support valuations	E	AF/I

8	Please give details of ICT skills and the ability to use Microsoft Word and Excel	E	AF/I
9	Please give details of your ability to work on professional projects and tasks, using initiative to work without close supervision if necessary	E	AF/I
(d) Behaviours and Values			
11	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I