

Estates Surveyor

Role Profile

Service: Development and Estates – Place Directorate
Band: Band 7
Reporting to: Principal Surveyor
Responsible for: No direct reports



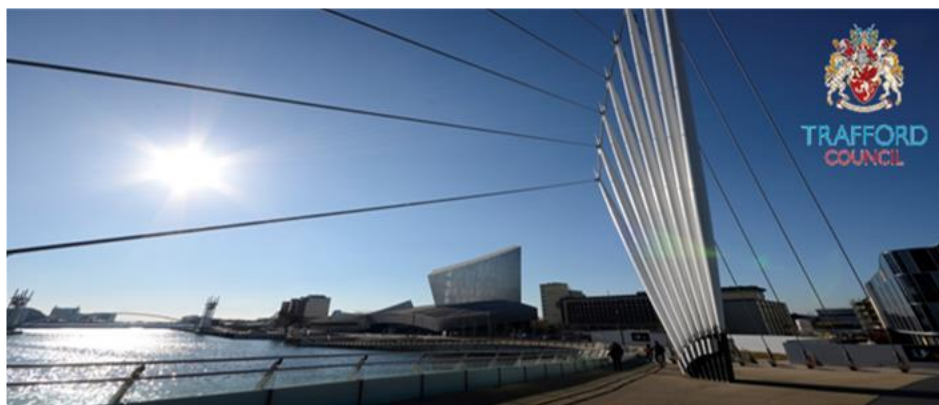
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

The Council has a diverse property portfolio, which includes commercial and operational property and which provides a sustainable income to the Council. This role sits within the Estates management service which deals with the Council's 'let' estate. Properties range from lock-up shops to major retail developments, single workshop/units to industrial sites which provide important revenue to support Council service delivery. The role is key in supporting the management and optimisation of the Council's property assets.

Your Main Priorities

- Working under the direction of the Principal Surveyor, and supporting the team of Senior Surveyors, the role will be acting on behalf of the Council to assist in the management of its broad commercial property portfolio including industrial, retail, residential and mixed-use developments.
- Assisting in the management of the commercial estate ensuring rent and service charges are collected on time, properties are kept in repair and ensure tenants are complying with their lease terms.

Key duties

- Managing a limited, portfolio of land and property holdings under the direction and supervision of the Principal Surveyor. This will involve implementing general tenant management functions including: lettings; assignments; sub-lettings; changes of use; alteration of property; schedules of condition/dilapidations; surrenders; monitoring; and reporting of property defects.
- Supporting the team's senior surveyors in collating information, writing instructions and documenting simple lease events in the interests of good asset management.

- Responsible for service charge management, particularly around the preparation and maintenance of apportionment schedules and accuracy checks.
- Ensuring rent collection is in line with KPIs and attending regular debt meetings.
- Reviewing and managing tenant applications and preparing approvals within the required timescales and instructing solicitors as necessary.
- Responsible for the provision of accurate insurance data to the Council's Insurance team.
- Supporting the production of asset development appraisals for senior members of the team.
- Collation and reporting of EPC data management and strategy across the estate to support Senior Surveyors activities.
- Contributing to the identification of opportunities to improve asset performance, including planned maintenance and investment requirements, and undertaking property option appraisals to inform timely and effective decision making.
- Assisting in ensuring that all insurance premiums are recharged to tenants.
- Issuing instructions to Legal, Finance, and Income services (and others, e.g. consultants) in regard to agreed transactions and debt recovery.
- Undertaking other duties commensurate with the grade and as may from time to time be requested by senior managers.

About You

Qualifications and Professional Development

- Degree or equivalent plus a relevant professional qualification e.g. RICS or related property qualification (complete or actively working towards)
- Evidence of continued relevant professional development and commitment to keep up-to-date with modern/current legislation

Experience and Knowledge

- Demonstrable post-qualification experience and of working in a busy Local Authority estates team
- Knowledge and understanding of commercial property management
- Experience of working with the public, community and private sectors
- Detailed knowledge of relevant policy, regulations and legislation and principles of property, strategy and regeneration and the way in which they can be utilised by Trafford Council
- Knowledge of property financing and development appraisals
- Knowledge of the national and local property market

Skills and abilities

- Deliver high quality results and achieve targets within specified time, budget and quality
- Ability to collect, analyse and interpret financial information and key data, formulating ideas, proposals and solutions to inform business decisions, having direct input to presenting clear analysis and conclusions
- Ability to work on own initiative, evaluate and exercise judgement before reaching a decision
- Excellent customer service, interpersonal communication skills and presentational skills
- Ability to engage and build relationships and credibility to build trust with people
- Ability to resolve problems using initiative and diplomacy to gain participation or commitment to service goals
- Effective record-keeping discipline and producing documents to agreed standards, contributing to the preparation of clear and accurate reports
- Computer literacy including a good working knowledge of Microsoft Word, Excel and Outlook
- Committed to the delivery of customer focused services and continuous service improvement
- Ability to demonstrate high levels of care, accuracy, confidentiality and/or security when handling information
- Promotes the work of the team and plays an active part in supporting the organisations values and behaviours

Special Conditions

- Willingness and capacity to travel within Trafford borough and Greater Manchester as appropriate
- Flexibility to work unsocial hours / weekend work may occasionally be required

Date prepared/revised	New role – 13/11/2024
Prepared/revised by	S Tranter / L Shellabear
Job Evaluation	13/11/2024

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external