



**Melton
Borough
Council**

JOB DESCRIPTION

Job Title: Estates Surveyor
Department: Growth & Regeneration
Grade: - 9 (full time) – 2yr fixed term contract
Accountable to: Senior Estates Surveyor

Purpose of the Job:

To become a member of a multi-disciplinary Estate Management team for the Borough Council, providing support to property colleagues and other internal client departments, stakeholders, tenants and members of the public.

The Role:

To help with property management duties in respect of MBC properties. The portfolio includes (but is not limited to) offices, industrial units, sports and leisure facilities, allotments and car parks. The role will include a range of landlord and tenant work such as assisting with the service of notices, negotiating leases and licences, lease renewals and rent reviews, break clauses, rates payments, rent billing. In addition candidates will also be required to arrange and undertake property inspections, assist with the completion of records of condition and help to compile dilapidation schedules.

To assist with the disposal of any surplus Council property in line with the Councils Corporate Property Disposals Policy which may include the preparation of legal packs, drafting of sales particulars, site meetings and or viewings negotiating heads of terms, and assisting with the preparation of the sale contract and transfer documents.

Assist in the preparation of valuations, as required, for all types of property and a full range of purposes including market, rent, rating, insurance, and asset valuations. Demonstrate a sound understanding of valuation principles and their practice.

Help to prepare correspondence including items of a technical nature and issue instructions/orders to client departments including Solicitors and external agents, consultants and contractors. Collect, collate, and draft reports including those of a strategic nature.

Respond to general enquiries as appropriate, provide support to colleagues and Managers.

Focus on providing a quality customer service approach and assist in meeting appropriate corporate targets.

Applicants should have a theoretical knowledge of relevant property Law and Legislation and good practice as required to fulfil their duties in Property Services, together with some evidence of their practical application.

Applicants should have a theoretical knowledge of the various types of construction, maintenance and repair of buildings, i.e. relevant Statutory Regulations, Byelaws, Codes of Practice, Health & Safety legislation and applying sound building principles.

As directed, undertake ad-hoc projects including researching topics, drafting reports and recommending action. Making presentations as required.

Have a theoretical knowledge of Contract Procedure Rules (although full training will be given) and the Borough Councils obligations in appointing contractors, agents and/or consultants and to aid the monitoring of their services.

To carry out such duties as may be directed, which may also involve working outside normal hours of work.

To ensure compliance with all relevant Council policies, statutes and regulations.

To work closely with the Council's officers and managers to achieve maximum results within performance management targets.

The above list of responsibilities is not exhaustive. The responsibilities and duties will vary from time to time without changing the character of the post. The post holder will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant legislation, the Council's policies and programmes.

Melton Borough Council has adopted an Equalities Policy and is committed to promoting equality of opportunity. The Council opposes all forms of discrimination on grounds of colour, race, nationality ethnic or national origin, sex, sexual orientation, religion or belief, marital status, age or disability.

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

To ensure compliance with all legislation and policies regarding Health and Safety at work, General Data Protection.



PERSON SPECIFICATION

We are looking for a motivated, team orientated individual, also capable of working with minimum supervision, ideally with some experience of working within a multi-disciplinary property team environment, capable of dealing with a wide range of stakeholders across multiple departments and sectors.

You will have a flexible attitude towards work and embrace change. You should be an enthusiastic individual who works well both as part of a team and independently.

You will have experience of working in a property led environment.

You will not only have demonstrable experience of working in an office environment, you will also be able to prioritise your work load and assist in the delivery of the operational goals of the department and the Council.

Excellent customer service and inter-personal skills are required and you will have a flexible and adaptable attitude with the ability to work under pressure and to meet deadlines

You will be computer literate and be confident in the use of the MS suite of applications, including Outlook, Internet Explorer, Word and be able to demonstrate competent use of Excel.

Able to demonstrate tact, diplomacy and political awareness and have the ability to produce reports or data to aid in presentations.

You should be able to communicate at a range of levels, with strong communication skills, both written and verbal.

Ideally you will have some knowledge and an understanding of local authority structure and processes.

Qualifications

You will ideally hold GCSEs in maths and English at grade C or above or a relevant qualification and be able to demonstrate experience within an office environment.

A relevant qualification in Property or Estate Management or equivalent experience in property management is essential. Ideally applicants will be RICS members (either qualified or working towards full membership of the RICS (MRICS or AssocRICS)).

Candidates should hold a full clean drivers licence and have the ability to use their own vehicle to attend any site meetings. Mileage can be claimed back at the prevailing HMRC rate.