

Post Specification

Date	October 2025
Post Group Number	8830
Post Title	Senior Estates Surveyor
Job Family	Regulation & Technical
Job Family Role Profile	RT
Final Grade	16

To be read in conjunction with the job family role profile

Service Area description

This key role sits within the Corporate Assets, Fleet and Safety area of the Councils Innovation and Commercial directorate.

Corporate Assets is the Council's inhouse property service providing specialist inhouse property advice to the Council and operating the Council's Corporate Landlord function.

The team is responsible for managing a £570m property portfolio that as well as providing operational property for front line service delivery and economic regeneration also generates in excess of £9m p.a. from its investment portfolio.

The function provides an overarching Corporate Landlord service, supporting estate management and repair, maintenance and development of the Councils operational and non-operational estate.

Purpose of this post

You will be a senior member of a team, a lead professional expert responsible for the delivery of the Council's Property Management service. This role will ensure pro-active management of the Council's estate ensuring the efficient management, use and occupation of the estate and working with the wider team identifying opportunities for rationalisation and/or disposal.

Key job specific accountabilities

- To support the Senior Manager Commercial Property to provide class leading property expertise and guidance, to ensure that acquisition, disposal, valuation and asset management activities are actively delivered in a forward thinking, commercial and innovative way including red book valuations to assist the decision making process.
- Take responsibility for delivering a range of disposal, acquisition, professional and asset management case work to support the Council's ambitions and delivery of the Council Plan.
- Undertake Asset Valuations for financial reporting purposes.
- Ensure that property decisions and outcomes are aligned to the delivery of the Councils Asset Management Plan through the implementation of the the Corporate Landlord model.
- Be a key contributor to the regeneration and transformation delivery programmes, acting as a key property partner identifying and interpreting service area requirements and project inputs.

- Be a key contributor to the proactive management of the investment portfolio ensuring rental income is maximised.
- Identify and deliver current and future casework from inception to completion, maximising economic and regeneration opportunities.
- Manage resources associated with delivery of the work within a performance management framework and to follow the Council's agreed project management methodology.
- Commission the procurement and management of external resources to assist with service delivery.
- Identify and manage areas of Corporate, Commercial and programme risk aligned to property inputs and ensure that strategies are in place to mitigate those risks.
- To establish innovative new solutions for the disposal, acquisition, regeneration and investment of the Council's property portfolio, supporting the delivery of Council services in the most efficient and cost-effective way.
- To evaluate project plans relating to land acquisition/disposal and asset management projects.
- Be a role model for effective and positive leadership behaviours, taking an outcome focused approach.
- Attend and present to Council meetings, Programme Boards and high level property briefings as required.
- To support and where required lead in the development of reports, presentations and briefings to provide regular and timely updates to all project stakeholders.
- Supervising and mentoring members of the wider team as part of their RICS Assessment of professional competence (APC).
- A commitment to continuous improvement of self and others.
- To promote and champion a positive organisation-wide culture that reflects the Council's values.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	• The post holder will be responsible for managing a varied caseload of estates management and asset valuation work with a varying value up to £9m. • Supporting the management of a delegated budget.
Staff Management Responsibilities	• Mentoring and Coaching of colleagues • Takes professional expert role in all estates, asset management and valuation matters relating to a nominated area/locality. • Lead project teams (Internal and through external appointment of contractors and consultants) of varying sizes. Large numbers through matrix management arrangements to ensure compliance with quality/time/budget and ensuring compliance with brief requirements for council directorates.

	• Lead and manage an extensive and diverse external supply chain comprising specialist consultants, professional services providers, works contractors and others.
Other	• Ability to deliver positive and challenging changes within a diverse and extensive property portfolio is essential.
Essential Criteria - Qualifications, knowledge, experience and expertise	
• Full Membership of the Royal Institution of Chartered Surveyors (MRICS) with several years relevant experience • Evidence of compliance with RICS continued professional development rules • Further advanced degree or additional management qualification (desirable) • RICS Registered Valuer • Detailed knowledge of asset management planning processes • Significant experience of engaging and managing consultants and/or contractors • Significant experience of working in partnership across public, private or third sector • Significant experience of dialogue and negotiations with senior colleagues/stakeholders/members of the public in relation to property issues. • Significant experience of formal report writing, production of presentation material • Ability to work systematically with good forward planning in order to meet deadlines and meet audit requirements • Tactful, resilient and assertive in dealing with challenging situations • Positive approach to team working	
Disclosure and Barring Service – DBS Checks	
• This post does require a DBS check. Basic DBS check	
Job working circumstances	
Emotional Demands	• Minimal
Physical Demands	• External site inspections from time to time
Working Conditions	• Agile working is actively encouraged. • Some outdoor working may be required to attend site visits. • Meetings at other Council or partner offices will be required. • Out of hours working may be required to accommodate service needs.
Other Factors	
Driving licence is required.	