



Job description	
Job title	Graduate Estates Surveyor
Grade	Band G / H (SCP 19 - 25)
Directorate	Resources
Section/team	Assets Service
Accountable to	Principal Estates Surveyor
Responsible for	Management of the Council's property portfolio
Date reviewed	May 2021

Purpose of the Job

The Council owns significant land and property holdings, the majority of which are managed by the Head of Assets. The portfolio includes all the Council's operational buildings, its neighbourhood shopping parades and Council land excluding public highway.

The purpose of the job is to assist the Assets Service in the management of the Council's land and property and to provide a range of property related advice and support to the Council

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Grade G – to provide assistance to the Principal Estates Surveyor, Group Manager (Property) and Head of Assets in their roles: -

1. To undertake practical training leading to the professional competencies and MRICS qualification and to work as a Property Surveyor as directed by the Principal Estates Surveyor.
2. To provide professional advice to the Council on a full range of matters relating to land and property owned by the Council.
3. To assist in the inspection, measurement and survey of land and properties for a variety of purposes to a professional standard.



4. To assist in the carrying out capital and rental valuations to RICS professional standards for a variety of purposes.
5. To assist in the preparation of detailed Heads of Terms and offer letters setting out the main commercial terms for land and property transactions for a variety of purposes.
6. To assist in the negotiation of Heads of Terms with tenants and their professional advisors to secure commercial agreements in the best interests of the Council.
7. To assist in the preparation of reports approving agreed land and property transactions for every Council level.
8. To assist in instructing the Council's Legal Service in approved land and property transactions and monitoring the legal process to the completion of the agreed transaction.
9. To provide assistance in all aspects of land and property management including lease advice / lease negotiation / processing lease assignments, variations, sublettings, consents / rent assessment and negotiation managing multi-let property including the assessment of annual service charges / advising on rating matters / advising on property acquisitions and disposals / identifying property repairs required to Council land and property to ensure that repairs are carried out in accordance with any contracts issued.
10. To attend internal council meetings mostly with senior colleagues (with for example the Planning, Highways, Legal, Financial, Health & Safety, and Environmental Health services) representing the Assets Service.
11. To attend external meetings mostly accompanied by senior colleagues representing the Council, with tenants (international, national, regional and local companies as well as individual business owners) and their professional advisors.
12. To attend external meetings mostly accompanied by senior colleagues representing the Council with other bodies, partners and agencies and ensure that their views are considered in advising the Council.
13. To be aware that the Council has Financial Procedure Rules and Contract Procedure Rules.
14. To be aware of the Council's policies and priorities as expressed in its corporate documentation.
15. To use the property management information systems and to assist in contributing to the development of those and new systems as required, supplying and maintaining appropriate and accurate management information.



16. To maintain the asset register data base for asset valuation purposes.
17. To deal with other duties as directed by senior colleagues.

On passing the RICS Assessment of Professional Competence and achieving MRICS status the postholder will progress to Band H

Grade H – as Grade G plus: -

18. To inspect, measure and survey properties independently as directed by senior colleagues for a variety of purposes to a professional standard.
19. To carry out capital and rental valuations independently to RICS professional standards, such valuations always to be approved by senior colleagues, for a variety of purposes.
20. To prepare and issue Heads of Terms for property transactions such as lease consents.
21. To negotiate Heads of Terms with tenants and their professional advisors for property transactions such as lease consents.
22. To attend internal meetings with for example the Planning, Highways, Legal, Financial, Health and Safety and Environmental Health Services.
23. To attend external meetings with other bodies, partners, and agencies and ensure that their views are considered in advising the Council.
24. To prepare reports approving property transactions such as lease consents
25. To be able to apply the Council's Financial Procedure Rules and Contract Procedure Rules to the role of good estate management.
26. To instruct the Council's Legal Service in approved property transactions and monitor the legal process to the completion of the agreed transaction.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger



Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.