



<b>Job description</b>	
<b>Job title</b>	Senior Estates Surveyor
<b>Grade</b>	Band L – Point 38 to 39
<b>Directorate</b>	Resources
<b>Section/team</b>	Assets Service
<b>Accountable to</b>	Principal Estates Surveyor
<b>Responsible for</b>	Management of the Council's operational & non-operational property portfolios
<b>Date reviewed</b>	October 2019

### **Purpose of the Job**

To assist the Assets Service in the acquisition, disposal, management, appraisal and development of property interests and the provision of a broad range of property related advice and support to the Council and external clients, and developing and facilitating appropriate public and private sector projects.

### **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.

1. To provide advice to the Council, Service clients and external clients on a full range of matters relating to property, including acquisition, use, management, disposal and the development of strategies to ensure best value is secured in property dealings.
2. To develop, implement and review portfolio management strategies and asset management plans to ensure best use of property.
3. To acquire and dispose of land and buildings and interests therein as required by the Council and external clients by the most appropriate means. Where acquisitions are undertaken by compulsory purchase, work will include the assessment of compensation.



4. To undertake a comprehensive range of property management duties for the Council and external clients, to include acquisitions, disposals, rent reviews, lettings, lease renewals, surveys, assignments, consents, repair and maintenance, ensuring tenant compliance with covenants, and generally managing the landlord/tenant relationship.
5. To carry out valuations and negotiations as required for the above.
6. To support the Council in delivering individual Regeneration Projects and encourage initiatives, private sector development and inward investment, working with public and private sector partners as required.
7. To assist in identifying individual projects which will fit into the Council's adopted strategies and seek out sources of funding for these projects.
8. To act as client in the project management of schemes.
9. To engage in consultation as appropriate with the Council's stakeholders and ensure that the views obtained are properly taken into account in developing and reviewing the way work is undertaken, the use to which property is put and the advice given to the Council and other clients.
10. To prepare reports for Committees, working groups and external clients.
11. To represent the Directorate at Committees, working groups, public meetings, client meetings and to external organisations as required by the line management structure.
12. To monitor and control relevant budgets – both capital and revenue – and ensure that budgetary targets are met.
13. To use management information systems and contribute to the development of those and new systems as required, supplying and maintaining appropriate and accurate management information.
14. To monitor, supervise and direct technical and administrative support as appropriate.
15. To perform any other duties as required by the Asset Service that are commensurate with the grade and responsibilities of the post.



### Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities
- 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.