

JOB DESCRIPTION

Department: Corporate Support

Location: Magdalen House

Division: Asset Management

Post No: RL19136

Section: Property and Building Services

Post: Senior Surveyor

Grade: K

Responsible to: Team Leader - Property and Facilities Management

Responsible for: Surveyor (x2)

Job Purpose:

To assist in the provision of professional and technical support to the Team Leader Property and Facilities Management, including deputising when required and the Property and Facilities team in the administration, control and monitoring of the Council's property assets for the provision of a comprehensive, commercially orientated and cost effective estate management service to the Council.

To provide leadership and effective management for the Surveyors in the Property and Facilities Management team.

To deliver the following outcomes

1. The Council's key investment projects are delivered
2. The operation and financial efficiency of the Council's assets are improved
3. The opportunities for sustainable development and investment in Sefton are increased
4. The Council's assets are maintained
5. The most vulnerable people are assisted in accessing opportunities
6. Our services are accessible

Main Duties and Responsibilities:

1. Contribute to the delivery of a Service Plan for their team and Asset Management, which will be managed through a performance framework.

- 2 To assist the Team Leader in the effective and efficient operation of the Property and Facilities team and to ensure a high standard of professional service delivery.
- 3 To assist in the provision on a commercial basis of all necessary advice and professional services involved in the management of land and property (operational and non-operational) including:
 - Acquisitions and disposals including Compulsory Purchase and compensation.
 - Negotiation of Leases and all other property interests including renewal under the Landlord and Tenant Acts and rent review.
 - Inspections, valuation and reports for all purposes to meet both client and statutory purposes.
 - All Rating (Uniform Business Rates, etc) matters and related Appeals
- 4 To assist in the formulation of all appropriate budgets and the operation of systems for monitoring and controlling expenditure within the remit of the team including the production of accurate and timely management information to assist in the reporting of KPI's and KPQ's.
- 5 To undertake project briefs from Asset Management and other Council service areas. To manage such briefs effectively and efficiently to meet the client's requirements.
- 6 To assist and support any other member of the Property and Facilities team particularly on specific projects or areas of responsibility as required by the Team Leader, using initiative and a high level of professional skill and personal integrity.
- 7 To provide Valuations for statutory and all other purposes, particularly those required for the annual revaluation of the Council's asset base.
- 8 To support the activities of the Team Leader and to deputise where appropriate in Management Team Meetings, etc.
- 9 To meet all appropriate Estates management and professional practice requirements in accordance with the Codes, Regulations, Practice and Guidance notes of the RICS, the Council's Standing Orders and Scheme of Delegation

Outputs Required

(1) Corporate Outputs

Support the delivery of the 'One Council' approach to service delivery and cross Departmental collaboration

Promote effective communication, within the Council and externally.

Support corporate projects and initiatives and collaborate in cross service working.

Help to actively promote the profile of Sefton as a place to live, work and visit.

To contribute to Council Priorities

(2) Divisional Outputs

As a member of the Property and Facilities team, support the Team Leader to work with elected members to develop the strategic direction and priorities of the Council and secure their implementation.

Assist to deliver the Council's Asset Management outcomes and objectives

(3) Management/Leadership Outputs

The post holder is required to directly support the Team Leader in the provision of direction and leadership for the team and Asset Management in general.

With members of the Property and Facilities Team, ensure that the conditions exist for employees to develop and enhance their skills to enable them to contribute to the achievement of Corporate, Departmental and Divisional objectives.

(4) Linkages

To deliver the outcomes for your role and your team, and to contribute to the delivery of Council outcomes, you will be expected to work with other teams within Corporate Support, other corporate departments and outside Agencies. Some of the critical relationships for your post include:

- Finance & ICT
- Human Resources
- Merseyside Local Authorities
- Other Local Authorities
- Various Software Suppliers

This does not represent an exhaustive list.

Organisation Chart

See attached.

Special Conditions

Attendance at evening meetings of the Council's Committees and Resident or Interest Group meetings may be a feature of this post.

A casual car users allowance is available. The post holder must hold a current driving licence.

General

The post holder will be expected to work flexible hours and locations from both the office and home and the exact nature of the duties described above is subject to periodic review and is liable to change.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All members of staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

All staff will undertake, and participate in training, coaching and development activities, as appropriate.

Note: Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Prepared by: Andy Bond

Designation: Property and Facilities Manager

Date: May 2015

Revised by Sue Crompton

Designation: Team Leader - Property and Facilities Management

Date: August 2022