

## ROLE DESCRIPTION

<b>Job Title</b>	Estates Surveyor
<b>Salary Band</b>	SCP 37 - 40
<b>Reporting to</b>	Land & Property Manager
<b>Directorate</b>	Place
<b>Service Area and sub area</b>	Facilities Management / Land & Property
<b>Team</b>	Permanent
<b>Political Restriction</b>	N/A

<b>1. Primary Purpose of the Post</b>
<p>To proactively support the Strategic Land and Property function in delivering the provision of services required to:</p> <ul style="list-style-type: none"> <li>• Deliver comprehensive professional valuation and estates management services, including land and property valuations, rent/lease reviews etc.</li> <li>• Effectively manage the Combined Authority's land and property portfolio and contribute to the successful acquisition and disposal of key land and property assets to maximise the value of the estate.</li> <li>• Management of the tenants across the estate portfolio to ensure landlord/tenant obligations are met.</li> <li>• Support the Land &amp; Property Manager in commercial activities associated with the land and property assets.</li> </ul>
<b>2. Your responsibilities</b>
<ol style="list-style-type: none"> <li>1. Carry out required inspections, surveys to land and property for the purposes of good estate management and taking corrective actions where required.</li> <li>2. Provide operational support in the property acquisition process, whether that be by agreement or through CPO powers.</li> <li>3. Provide operational support in the property disposal process to ensure the best achievable capital returns.</li> <li>4. Carry out lease negotiations for new tenancies, perform rent reviews, service charge, and other chargeable calculations.</li> <li>5. Manage the execution of easements, wayleaves and appropriations on behalf of the CA or where 3<sup>rd</sup> parties seek access across CA land &amp; property.</li> <li>6. Investigate encroachments on authority land/property and take appropriate action to protect the authority's estate.</li> <li>7. Support the financial services department in obtaining insurance related building re-instatement valuations and claims processing.</li> <li>8. Support the Land &amp; Property Manager in any Non-Domestic Rating Enquiries returns to the Valuation Office Agency and to support any challenge process of business rate values.</li> <li>9. Management and updating of the asset register.</li> </ol>



10. Manage the general day-to-day estates management functions such as lease variations, dilapidation surveys, and property rights protection.
11. Support the Land & Property Manager in providing corporate strategic advice to other departments or stakeholders.
12. Manage relationships with external bodies, agents, consultants and contractors to ensure the estate management function remains effective, efficient and delivers value for money.
13. Support the service where testimony may be required for arbitration, litigation, tribunals and court proceedings as may be required.
14. Ensure land and property assets are compliant with all relevant health and safety legislation and any tenanted property meets the same obligations through effective management of tenants/lease agreements and the like.
15. Assist in the marketing and development of assets to achieve either a revenue income or capital receipt.
16. To assist in the delivery of suitability surveys, property reviews, and space audits across the organisations' property as required.
17. To represent the Land & Property Manager, Place, as may be required in respect of Asset Management topics both internally and externally.
18. Any other duties of a related nature that might reasonably be required or allocated by the organisation.

### **3. General Corporate Responsibilities**

1. To manage the supply chain that delivers proactive land and property management services associated with the service functions.
2. To ensure that all appropriate provisions for the health and safety of both staff and members of the public are made and monitored in accordance with current legislative requirements, good practice, the Health and Safety Policy and departmental safety procedures.
3. To promote close and effective working relationships with tenants, organisations, client departments, consultants, contractors, suppliers, and other areas of the Combined Authority.
4. To prepare and present reports as required.
5. To ensure working practices are in accordance with legislation, the organisations' policies and procedures, Standing Orders, Financial Regulations and Procedures.
6. A commitment to the Liverpool City Region and an understanding of its stakeholders.
7. An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion.
8. Experience of contributing to a high-performance culture.

### **4. Recruitment Plan**

Competency Based Interview

## PERSON SPECIFICATION

**Job Title:** Estates Surveyor

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Educated to Degree level in a relevant/related discipline or equivalent  <b>OR</b> Demonstrable evidence of experience of working in a property management role as a landlord.	E	A/I
Evidence of continuous professional development	E	A/I
Experience and knowledge	E = Essential D = Desirable	Identified By
Evidence based working experience in the UK real estate market including, but not limited to, local authority, residential, commercial, retail, industrial and leisure	E	A/I
Understanding of the asset management process where it applies to corporate establishments	E	A/I
Ability to represent the Combined Authority effectively when dealing with external partners and advisers	E	A/I
Excellent IT skills commensurate with the management of land and property	D	A/I
Understanding of the context of potential changes and challenges facing Local Government	D	A/I
Direct land and property management experience	D	A/I
Skills and abilities	E = Essential D = Desirable	Identified By
Excellent written skills to produce reports, and other documentation on complex issues	E	A/I
Excellent communication skills to be able to give verbal reports	E	A/I
Ability to work collaboratively across departments and with other authorities, stakeholders, and organisations	E	A/I
Proven ability to negotiate, persuade and influence at a manager level	E	A/I
Proven ability to administer land and property strategies for a large and diverse organisation	E	A/I
Ability to deliver reports and formal presentations on complex matters in a clear and comprehensible manner to professional and lay audiences	E	A/I
Ability to manage budgets	E	A/I

Ability to identify initiate and develop business opportunities	<b>E</b>	<b>A/I</b>
Excellent inter-personal skills to be able to influence and coach others effectively	<b>D</b>	<b>A/I</b>

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Ability to manage own workload, priorities and meet deadlines with minimum supervision	<b>E</b>	<b>A/I</b>
Commitment to service improvement and performance management	<b>E</b>	<b>A/I</b>
Positive and highly motivated	<b>E</b>	<b>A/I</b>
Ability to produce high quality outputs to deadline, amidst conflicting demands	<b>E</b>	<b>A/I</b>
The nature of the role requires that the postholder may be required to travel/work at various locations within or outside the region	<b>E</b>	<b>A/I</b>
Ability to communicate at Head of Service level	<b>D</b>	<b>A/I</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Management of all finances in line with financial regulations, standing orders and corporate policies	<b>E</b>	<b>A/I</b>
Ensure that service budgets relevant to the role are managed effectively, payments to contractors are appropriate, accurate and timely	<b>E</b>	<b>A/I</b>
Recognise opportunities to deliver the services in efficient cost-effective ways, for example through economies of scale etc.	<b>E</b>	<b>A/I</b>
Authorise payments to contractors and ensure robust payment management processes are embedded	<b>E</b>	<b>A/I</b>
Make a positive contribution to the delivery of customer focused property management services, working flexibly and positively to achieve the objectives of the service and the authority	<b>E</b>	<b>A/I</b>

**Key to Assessment Methods:**

A - Application
I – Interview