



Job description			
Job title	Graduate Property Surveyor		
Grade	Band G/H (SCP 19-25)		
Directorate	Regeneration & Economic Development		
Service/team	Major Development Team		
Accountable to	Principal Property Surveyor		
Responsible for	Management of the Council's property portfolio		
JE Reference	A4969	Date Reviewed	March 2025

### Purpose of the Job

The Council owns significant property holdings. Included within this is a substantial industrial investment property portfolio and town centre regeneration assets managed by the Head of Major Development. The property is managed both for the rental income it yields to the Council and also for the regeneration and economic benefits it brings to the borough of Knowsley.

The purpose of the job is to assist the Major Development Team in the management of the Council's property and to provide a range of property related advice and support to the Council.

### Duties and Responsibilities

**Grade G** – to provide assistance to the Principal Property Surveyor, Development and Investment Manager and Head of Major Development 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 Property Surveyor.
2. To provide professional advice to the Council on a full range of matters relating to property owned by the Council.
3. To assist in the inspection, measurement and survey 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 property transactions for a variety of purposes.
6. To assist in the negotiation Heads of Terms with tenants and their professional advisors to secure commercial agreements in the best interests of the Council are achieved.
7. To assist in the preparation of reports approving agreed property transactions for every Council level.
8. To assist in instructing the Council's Legal Service in approved property transactions and monitoring the legal process to the completion of the agreed transaction.
9. To provide assistance in all aspects of 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 property to ensure that repairs are carried out in accordance with any contracts issued.
10. To attend internal council meetings with senior colleagues (with for example the Planning, Highways, Legal, Financial, Environmental Health, Business Liaison and Asset services) representing the Major Development Team.
11. To attend external meetings mostly with 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 with 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 written financial and procurement 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.

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

**On passing the RICS Assessment of Professional Competence and achieving MRICS status you 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, Environmental Health, Business Liaison and Asset 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 written financial and procurement rules to the role of 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.

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



## Knowsley Better Together – Staff Qualities



## Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

## Data Protection and Information Security

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