Job Description

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| **Job Title** | Assistant Asset Surveyor |
| **Grade** | Band G |
| **Reporting To** | Senior Asset Surveyor |
| **JD Ref** | C&C0039G |

Purpose

This is a key role working within a multi-disciplinary Asset Management Team to provide a broad asset management function including landlord and tenant, compulsory purchase, valuation and surveying services relating to all land and property matters.

Main Duties And Responsibilities

**Behavioural:**

* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values in the role and organisation.

**Communication, Engagement and Training:**

* To advise officers and members of the public on Council property ownership and related matters.
* To undertake negotiations on minor property matters with professionals, companies, tenants and members of the public.

**Data Analysis and Decision-Making:**

* To assist on a broad asset management function relating to the Council’s wide and varied property portfolio, and to meet the Council’s strategic Asset Management objectives.
* To support regeneration, housing and highways schemes including the acquisition of properties by agreement, by auction or under compulsory purchase legislation.
* To undertake the disposal of minor assets to deliver the Councils land and property disposals programme.
* To assist with the management of the Authority’s leased property portfolio, which incorporates rental assessment, negotiating new leases, lease terminations, rent reviews, sublettings and assignments, in accordance with the Landlord and Tenant Acts and RICS regulations. Further ensuring they are managed effectively and in accordance with the Council’s strategic aims.
* To assist with Asset Valuations in accordance with current CIPFA and RICS legislation, including the development of valuation protocols working within specific timeframes to update the Asset Register. This will enable the Council to fulfil its statutory requirement to finalise its accounts.
* To update the Council’s property database.
* To prepare plans and drawings required by professional staff.

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* Qualified to degree standard (or equivalent) in an area relevant to estate management.

**Knowledge & Skills**

* Good literacy and numeracy skills.
* Excellent communicator both verbally and in writing.
* IT literate with experience of Microsoft Office programmes and new technologies.
* Demonstrate ability and commitment to customer care.

**Experience**

* Ability to plan and prioritise work effectively in order to deliver a good service.
* Ability to communicate information both verbally and in written format to various internal and external customers.

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

* Prolonged Repetitive Movements/Actions
* Working with chemicals (industrial or cleaning)
* Lone working
* Working outside
* Work with VDUs (Video Display Unit) (>5hrs per week)
* Vocational Driving
* Exposure to persons with challenging or aggressive behaviour

Approved By: Steven McMorran Manager of Assets and Surveying

Date Of Approval: 29/02/2024