Knowsley Council

Job description			
Job title	Senior Estates Surveyor		
Grade	Pay Band L / SCP 32 - 33		
Directorate	Resources and Partnerships		
Service/team	Assets – Property Management		
Accountable to	Group Manager (Property) / Head of Assets		
Responsible for	Management of the Council operational and non-operational property portfolios		
JE Reference	A2087	**Date Reviewed**	December 2014

Purpose of the Job

To assist the Head of Assets and the Group Manager (Property) 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 strategy 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.

Knowsley Council

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 Group Manager (Property) / Head of Assets that are commensurate with the grade and responsibilities of the post.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they want all Council employees to understand how important it is to "treat children in care and care experienced young people as they would their own". We ask

Knowsley Council

that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Behaviours



Always looking for better ways to do things better

Taking ownership and delivering on commitments

Working together to achieve the best outcomes

Helping others succeed and thrive

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.