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# Recruitment information

## Job description and person specification

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**Your title** Assistant Estates Surveyor

**Post number**

**Your team** Asset Management and Property Services

**You would be based** Civic Centre, Esher

**Your line manager** Property Portfolio Manager



# Elmbridge Borough Council

... bridging the communities ...

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## About the role

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### The main purpose of the job

- To assist in providing timely estates and valuation advice and services in the management and development of the Council's property portfolio.
- To contribute to the efficient and effective operation of the operational and investment estate. Making best use of and extracting optimum value from the assets.
- To assist in ensuring that all internal control systems are effective, efficient and up to date including the asset databases and registers, Asset Management Plan, GIS systems and property management software.

### Main contacts

Councillors, officers, tenants, contractors, public and private sector bodies, charitable organisations, statutory authorities, utilities companies and members of the public.

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## The main purpose of the role:

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- To adhere to the principles and practices established within Council strategies including the Asset Management Plan, Equality and Diversity, Risk Management, Business Continuity and Disaster Recovery and capital projects.
- Utilise all internal control and software systems and keep them up to date and working effectively and efficiently.
- In collaboration with the Property Portfolio Manager and Estates Surveyors, identify opportunities for where value for money and service improvements can be achieved.
- To assist with the creation of reports both verbally and in writing to the Head of Service, Deputy Chief Executive and Strategic Director, Corporate Boards and Groups.
- To participate in corporate, professional and stakeholder working groups as required.
- Actively promote and market the services of the AMPS team and the Council so that they are perceived in a positive way by all stakeholders and partners.
- To assist with performance and benchmark information to demonstrate Value for Money for the services provided as and when required.
- To learn all elements of the role and the profession of a Chartered Surveyor. The objective being to develop skills which we will be of benefit to the organisation and the public, in protecting and creating value from the property portfolio.

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## Specific duties and responsibilities

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- To assist and support the Property Portfolio Manager in providing a wide range of estate management and valuation services in respect of the Council's estate.
- To undertake lease renewals, rent reviews, new lettings and licence applications, assignments and surrenders and assist with other estate management services as required.
- To assist and support with the Council's commercial and residential valuations in accordance with professional practice and procedure and with corporate guidelines.
- To negotiate property disposals including preparing outline Heads of Terms and instructing solicitors.
- To assist with the preparation and submission of documents, papers and evidence to tribunals, Court or other statutory or quasi-statutory bodies on behalf of the Council.
- To be proficient in the use of software for asset and estate management purposes, including maintaining an up to date Asset Register and estates databases.
- To be customer focused to meet current and future customer needs, assisting as required with benchmarking exercises and with service, user and stakeholder consultations.
- Establish and maintain effective and positive working relationships with all relevant internal and external clients, colleagues, key partners, tenants and stakeholders.
- Promote effective service alliances with other partners, service providers and stakeholders to improve the efficiency and effectiveness of the Team's Services.

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## What's missing?

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take onboard other tasks from time-to-time, in keeping with your role of Assistant Estates Surveyor.

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## Your conduct

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We always expect the highest standards of conduct from our employees and you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## Equal opportunities

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## Health and safety

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## Personal and sensitive data

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## Talent development

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme. You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## Confidentiality

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The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your application form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

We are committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of marital status, gender, race and ethnicity, disability, sexual orientation, religious belief or age.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We can only consider applicants who are already eligible to work in the United Kingdom

**Title: Assistant Estates Surveyor**

**Post No: Scale SO2**

**Team: AMPS**

**Hours: 36 Hours per week**

**Salary: £ 34,266 - £ 36,192**

**Car Allowance: Frequent Car User C3**

<b>Key requirements</b>		<b>Desirable/ Essential</b>	<b>To be tested by: Application1 (A) Test (T) Interview (I)</b>
<b>Qualifications and education</b>			
1	Possession of a degree in Surveying or other related subject which may have been supplemented by post graduate studies	E	A, I
2	Member of Royal Institution of Chartered Surveyors	D	A
3	Member of Valuer Registration Scheme	D	A, I
4	Evidence of Continuing Professional Development	E	A, I

<b>Experience</b>			
5	Assisting in managing a portfolio of mixed properties.	D	A, I
6	Property law and landlord and tenant practice, procedure and regulatory and statutory framework	D	A, I
7	Experience and understanding of the RICS Code of Measuring Practice	E	A, I
8	Experience and understanding of the RICS Red Book.	D	A, I
9	Experience and understanding of valuation practice and investment property markets and trends	D	A, I
10	Experience in using word processing and spreadsheet software (preferably Microsoft Excel and Office)	E	A, I
11	Experience in using Asset Management Software, AutoCAD and GIS systems	D	A, I
12	Utilisation of Telecommunications and IT hardware and software to facilitate remote working	E	I

<b>Knowledge/skills/abilities</b>			
13	Show commercial and financial awareness and skills in extracting best value from a diverse investment and operational property portfolio	E	A, I
14	Able to work effectively with others within the public, private sector and third sector with partners	E	A, I
15	Able to work as part of a team	E	A, I
16	Highly motivated able to work using own initiative with minimum supervision	E	A, I
17	Good communication and numeracy skills	E	A, I
18	Understanding of working in a political environment and stakeholder consultation	D	A, I

<b>Personal qualities</b>			
19	Commitment to providing a quality service	E	A, I
20	Flexible and innovative approach, team player	E	A, I
21	Have access to a suitable vehicle for use at work	D	A, I
22	Hold a current, valid driving licence	E	A, I

<b>Special requirements</b>			
23	Willingness to undertake a basic disclosure check with Disclosure Scotland, which is a requirement of this post.*	E	A, I

\*we will contact you and send you the forms to complete if you are offered the post