



MONMOUTHSHIRE COUNTY COUNCIL EMPLOYEE SERVICES

ROLE PROFILE

ROLE: Estates Surveyor x 2
POST NO: RET15
SECTION : Estates
HOURS : 37
GRADE: Band I SCP 37 – 41 £31,846 - £35,662 per annum

LOCATION: Magor / Usk - although the authority operates an agile working policy and the successful post holder will be required to work in an agile way throughout the County of Monmouthshire as per the needs of the service. No disturbance allowance will be paid for any re-location of office base.

RESPONSIBLE TO: Estates Manager

The Estates & Sustainability TeamWho are we?

- We are responsible for the strategic management of the Councils property and land portfolio.
- Implement the installation of renewable energy technologies with the Councils estate and support communities to do the same.
- Generate income to support front line service delivery and deliver the 21st Century Schools Programme.

The Purpose of this Role:

- To help us to continue to ensure that our operational property assets are efficient, fit for purpose and meet the needs of our service users and providers.
- Maximise income streams through effective estate and asset management.
- Provide valuation and estate management advice.
- Undertake disposals and acquisitions.

Our Expectations of you:

You will be suitably qualified and will actively work with us, users and service providers to provide effective advice, support and guidance.

You will be expected to -

1. To take a lead role in the management of the Councils property portfolio. This will include but not be limited to undertaking lease negotiations, rent reviews, enforcing lease obligations, general tenant liason, recovering rental arrears and lease renewals.
2. Advertising and negotiating new lettings on vacant properties in accordance with policy and legislative requirements.

3. To undertake asset valuations in accordance CIPFA and RICS regulations.
4. To provide valuation advice as and when required, in accordance with the RICS guidelines.
5. To undertake the disposal of surplus property assets. This will include submitting planning applications and where necessary appealing planning decisions, preparing sales details, selection of preferred bidder and negotiating acceptable terms.
6. Undertake the acquisition of property assets in accordance with prevailing policy requirements.
7. To undertake compulsory purchase negotiations as and when required.
8. To assist with the implementation and review of the asset management process.
9. Liaison with internal and external clients, members and officers in determining the best use of the Council's property assets.
10. Measuring property in accordance with the RICS Code of Measuring Practice.
11. To assist fellow officers in the management of large projects as required using Prince2 Project Methodology.
12. To assist in the promotion and delivery of the Council's sustainability agenda.
13. To provide general support, advice and guidance to the Graduate Surveyor whilst they work towards obtaining their chartered status.
14. Any other duties that may be required from time to time, provided that they are consistent with the overall role and grade of the post.
15. To maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at work.

Here's what we can provide you with:

- Professional development and the ability to work with a varied property portfolio.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated that you:-

1. Are a corporate member of the Royal Institution of Chartered Surveyors.
2. Educated to degree level or equivalent in valuation and estate management.
3. Previous experience of asset valuations, general valuations, disposals and acquisitions.
4. Can demonstrate experience of undertaking negotiations, lettings and rent reviews.
5. Have a good knowledge of prevailing legislation surrounding the management of land and property.
6. Appreciate that you work for Monmouthshire, and your primary focus to deliver what matters rather than simply 'doing a task'.
7. Can work flexibly and fluidly, undertaking any task that is needed to 'get the job done'.
8. Can work effectively with members, our communities, officers, developers and other professionals.
9. Can really LISTEN and communicate with everyone you come into contact with, whether it is face to face or using any other media.
10. Can demonstrate that you have common sense and can use your own initiative, work independently and take responsibility for own work
11. Have a willingness to learn, grow and be flexible in your work
12. Can take ownership of successes and failures and learn from experiences
13. Can work accurately and with attention to detail
14. Know when to ask for help and guidance.
15. Can multitask, prioritise and work when the pressure is on
16. Are a team player, sharing knowledge & experience with your colleagues
17. Can challenge the way we do things, constantly looking for a better way
18. Ability to effectively and efficiently operate within an electronic environment, where IT literacy forms part of daily operations (For example Email, Microsoft Office, MapInfo, Microsoft Projects and Tribal K2 Asset Management System)
19. The ability to ensure compliance with the Equality Act

If you have any questions or anything requires clarification, please contact me Ben Winstanley on 01633 644965 or email me at BenWinstanley@monmouthshire.gov.uk

Closing Date: 12 Noon on 30th January 2015

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.