

JOB

OUTLINE

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| **Dept: Environment and Property** | **Section: Investment Property** |
| **Post No:****EPIP01005** | **Designation:****Estates Surveyor**  | **Grade: 11****SCP 31-33** |

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| **Purpose of Job:**To provide a wide range of support and assistance to effectively & proactively manage the Council’s commercial land & property and undertake asset valuations commensurate with the role. |
| **Main Duties/Responsibilities:*** To undertake the management of the Council’s property and land.
* To negotiate rent reviews and lease renewals with tenants or their appointed agent, managing any rent review disputes and agreeing any variations to the lease and terms for surrenders.
* To negotiate acquisitions and disposals by way of lease, licences and sale with individuals or their agents, perform full due diligence and provide formal instructions to solicitors and ensuring the legal agreement reflects the agreed Heads of Terms.
* To ensure at lease surrender and lease expiry that all matters are documented and dilapidations claims and negotiations undertaken where appropriate. Making necessary arrangements for the transfer of keys, return of rent deposits, informing utilities and taking meter readings etc.
* To effect formal marketing properties or land to let or sell, preparing heads of terms, negotiating and agreeing terms for new leases and lease renewals, appointing external marketing agents as appropriate.
* Instructing the conveyancing team in Legal Services on new leases, renewals and sales of properties through to completion, in line with the Council’s Land Disposal Rules and relevant legislation.
* To monitor income receipts & rent arrears, liaising with the Finance team to ensure delivery against the income targets and providing the information required for budgeting purposes on likely rent increases, impact on vacant properties e.g. general rates liability, insurance etc.
* To undertake and support colleagues on a variety of asset valuations as part of the annual audit of council assets.
* To prepare written reports for Member approval, as and when required.
* To attend meetings as required, including close liaison with all tenants and staff working for other departments of the Council.
* To arrange repair and maintenance works that are the Council’s responsibility as Landlord, instructing the Council’s Building Maintenance team when necessary and corresponding with the tenants to keep them informed of planned works and arrange inspections of vacant properties on a regular basis.
* To ensure that all processes are carried out in accordance with current legislation, regulations and Council policy, with particular emphasis on Health & Safety, customer care and data protection (GDPR).
* To undertake training and other duties which are commensurate with the grading and responsibility of the post.

**NB.** The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote equality and all employees must be aware of that duty and work to the Council’s equality standards. |
| In addition, other duties at the same level of responsibility may be allocated at any time March 2023 |