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# EMPLOYEE

## SPECIFICATION

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| **Dept: Environment and Property** | | **Section: Investment property** | |
| **Post No:**  **EPIP01005** | **Designation:**  **Estates Surveyor** | | **Grade: 11**  **SCP31-33** |

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| **Qualification:**  (E) Chartered Surveyor MRICS, or significant relevant experience  (D) RICS Registered Valuer  (E) Degree in Estate Management or equivalent. |
| **Knowledge/Skills/Abilities:**  (E) Excellent negotiation skills to secure best value deals for the Council  (E) Ability to undertake and / or support the preparation of asset valuations  (E) Ability to write letters and reports in a clear and professional manner.  (E) A thorough working knowledge of relevant Landlord & Tenant legislation  (E) Good communication skills  (E) Knowledge of the property market and factors affecting property value  (E) Ability to work as part of a team.  (E) Ability to work on own, prioritise work and deliver projects  (E) Knowledge of the various methods of marketing, disposal and acquisition of land  and buildings  (E) Ability to use property software and online data sources. |
| **Experience:**  (E) Experience of managing a commercial property portfolio and conducting negotiations  (E) Experience of preparing asset valuations.  (E) Experience of Landlord & Tenant issues  (E) Experience of Asset Management and Property Reviews  (D) Experience of Local Government practises and procedures  (E) Experience of working in a busy office environment as part of a team. |
| **Special Requirement:**  (E) A full UK driving licence and have use of an appropriate vehicle |
| Date Produced: March 23 |