

Job Description

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Senior Estates Surveyor (MRICS)
Salary:	£51,515 to £54,702
Grade:	GRD 14
Hours:	37. We are open to discussions about flexible working.
Team:	Estates, Assets and Investment
Service Area:	Property & Assets
Primary Location:	Oxfordshire County Hall as primary but with travel county wide. The primary location is County Hall but you will be required to work from this location in an agile manner.
Budget responsibility:	Direct influence over the Landlord & Tenant revenue budget of circa £3million
Responsible to:	Operational Manager -Property Management
Responsible for:	Property Officer
Political Restricted Post:	No

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

- Overseeing the management of the Council's property portfolio & asset to maximise revenue for OCC from leased out properties, minimise voids and maintain good landlord and tenant relationships – the property portfolio currently generates rental income of circa £3million per annum.
- Minimising the Council's exposure to risk and liabilities, exposure to claims from third parties in respect of land interests and ensuring that statutory deadlines are met.
- Engagement with departments within the Council to provide support and advice to enable their own statutory requirements
- The role sits within Estates, which forms part of Estates, Assets and Investment.

Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.

- To provide professional expertise, advice and bespoke solutions to colleagues, service directorates and others on property management and various other property related matters.
- To conduct the proper estates management of the Council's property portfolio and asset to:
 - Ensure revenue is maximised in accordance with prescribed performance targets through the negotiation and implementation of rent reviews, lease renewals or lease restructures.
 - Ensure proper compliance with Landlord and Tenant covenants.
 - Ensure service charges are implemented as appropriate.
 - Ensure all aspects of lease end and dilapidations matters are properly negotiated to minimise costs including arranging schedules of condition and supporting the process so these are carried out in a timely manner.
 - Identify new opportunities for revenue generation or revenue savings.
 - Provide appropriate information for the maintenance of proper estates records.
 - To engage with colleagues across the Council to ensure robust and compliant approach to managing the Council's portfolio & asset.
- To undertake property searches, option appraisals and feasibility studies, together with negotiations for leasehold acquisitions if required.
- To prepare reports instructing the Council's legal team in respect of property transactions
- To prepare briefing papers for Directors and Members
- To manage and lead a member of estates surveyors, directing, motivating and mentoring staff
- To undertake other duties appropriate to the post as required.

Essential Criteria	Assessed By:
Educated to degree level or equivalent with extensive relevant experience and professional qualification as a Chartered Surveyor (MRICS).	A
Previous professional experience performing a managerial role relevant to the specific area of practice.	A / I
Strong commercial awareness and business acumen	A / I
Experience of direct line management, engaging and coaching staff to achieve performance standards	A / I
Experience of delivering complex programmes of change, requiring project management skills and effective communication of key messages to diverse teams.	A / I
Ability and skill to make important financial decisions through analysis of complex information affecting outcomes.	A / I
Ability to use own judgment in a range of situations, dealing with complex case issues and sensitive situations and challenging situations.	A / I
Excellent communication, presentation and negotiation skills, with the ability to prepare clear and concise reports for high-standard stakeholder management.	A / I
Understanding and experience using data, insight and performance measures to assess the impact of services and inform decisions and service planning to improve outcomes.	A / I
Ability to work within a team	A/I
Proficient in MS Office skills (Word, Outlook, Excel etc.)	I
Ability to fulfil driving requirements of the role	A / I
Desirable Criteria	Assessed By:
Local authority experience performing a similar role	A/I
Understanding the need to comply with the Council's constitution, including its contract and financial procedures and regulations	A/I
An understanding of S123 of the Local Government Act 1972	A/I
Previous experience in managing and leading a team	A/I

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input checked="" type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring

<input type="checkbox"/>	Other (please specify):
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Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.