

London Borough of Lambeth

Job Description

Job title:	Senior Estate Surveyor
Grade:	PO7
Division:	Finance and Property
Reports to:	Assistant Head of VASA
Responsible for:	Up to 10 staff, as well as external consultants
Post:	Two year fixed term with potential to become permanent

The purpose of the valuation and strategic assets department is to advise the Council specifically on properties where there is an opportunity to exploit the underlying value of the asset either through a third party letting, disposal or acquisition for the benefit of the council resulting in revenue savings, capital receipts or social and community outcomes.

In seeking to implement its Borough Plan, the council also recognises that through the vast range of assets it owns, from nurseries to adventure playgrounds, to parks, libraries and community hubs, it can also assist the Council's Directorates in how they can utilise assets to deliver the Council's challenging priorities. This is in part through the use of our assets, but with that comes the requirement to vastly improve the proper estate management of Lambeth's valuable assets – every square metre of space in the borough has value, and we need to ensure we are achieving the best use of the property.

The role therefore requires the individual to provide strategic asset management and valuation services and advice, as well as managing the Council's assets which are occupied by a diverse range of occupiers, many of whom will not be paying a market rent. The regularisation and full audit trail accountability of these occupiers is essential. Advice on complex landlord and tenant, land law and other areas of general practice surveying is a major part of this role.

Main purpose of the post:

To provide effective strategic and practical property advice, including valuation, disposals, acquisitions, landlord and tenant and investment advice within a public sector regulatory framework to ensure the Council's assets are used to deliver the Council's priorities.

Generic duties:

1. To deal, without professional supervision, with work of the highest complexity and technical content as appropriate to the duties of the post.
2. To specifically deal with all asset management and estate management advice relating to the occupation of premises by third party operators, sometimes commissioned services, often charities and social enterprises, as well continuing to deliver the property changes arising out of the Culture2020 initiative, which looks at the sustainability of, *inter alia*, our library services, including advice on lettings to third parties. The role will include the regularisation of tenancies, following policy decisions by members, liaising with all requests for rental subsidies, and ensuring our records are up to date and all occupiers are on proper legal agreements.
3. The post will also include close liaison and the building of relationships with the Council's directorates including Residents Services (Parks and Libraries) Children's

Services (Schools and Youth & Play), Sustainable Growth and Opportunity. Looking forward the post will be supporting projects that delivery inclusive growth, reduce inequality and create strong and sustainable neighbourhoods.

4. The post will also include briefings of Members and senior officers as required.
5. Attendance at all meetings is required, and to deputise for the Assistant Head where needed.
6. To lead on the management of the Council's assets which are a key part of delivering the Council's borough plan.
7. To ensure timely response to members and customers queries in respect of the portfolio, as well as closely liaising with the Council's legal team in respect of the effective management of the portfolio, dealing with all legal issues arising, and taking appropriate action to protect the Council's position in the event of challenge.
8. To lead on innovative ideas involving the use of space, whether by co-location, hubs development, meanwhile uses, surrenders and regrant of old holding-over leases, working with occupiers and partners on the best use of space.
9. To be able to advise on leasehold covenants and the implications for the occupying tenants, including all repairing covenants and health and safety.
10. To continually challenge existing delivery of the property function in order to bring about improvements, be innovative and develop options for achieving results and encourage direct reports to do the same; to evaluate conflicting information and instructions and be confident in taking appropriate action.
11. To lead in developing and implementing Council-wide process of property reviews, so as to ensure the Council achieves cost effective use of its land and property assets, and to ensure provision of appropriate information to Tech Forge and other databases as required.
12. To lead in the estate management of the Council's properties, and to develop a comprehensive estate management policy in conjunction with client departments.
13. To manage and lead, as appropriate, major multi-disciplinary projects requiring technical and professional resources.
14. Undertake recruitment and training of staff and implement the Council's Employment Policies.
15. Carry out the duties of the post with due regard to the Council's Equal Opportunities Policy. Address positively any regular issues arising within the workplace, the organisation or service delivery.
16. Develop sound working relationships with the Director, other local public sector providers, professional associations, consultants, contracting organisations and the Council's directorates and capital, facilities and regeneration teams.
17. Provide professional leadership for the Council's asset team, develop and agree an annual work programme for the team ensure and promote the performance and professional competence of staff by ensuring an enabling, outcomes focussed approach.

18. To make effective and efficient use of the council's resources through a solid risk management strategy and approach; working with external suppliers and contractors to ensure the team and authority can achieve value for money and positively impact on outcomes and maximising opportunities to generate income and capital on behalf of the council through agreed levels of contribution to the teams income target.
19. To ensure that all actions comply with the Council's policies on diversity and equal opportunities and health and safety.
20. To undertake other duties which might be reasonably requested from time to time.

PERSON SPECIFICATION
Senior Surveyor – PO7

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a “Tick” (✓) on the person specification when you complete the application form.</p>			<p>Shortlisting Criteria</p>
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
Qualification	Q1	Educated to degree level and a professional qualification e.g. MRICS	✓A
Key Knowledge	K1	Detailed knowledge and understanding of the property industry and the opportunities it offers local authorities.	✓A
	K2	Detailed knowledge and understanding of strategic asset management	
	K3	Detailed knowledge of the interdependencies of property professions such as regeneration, town planning, building surveying, facilities management and capital projects management	✓A
Relevant Experience	E1	Extensive staff management experience including teams that include professionally qualified staff.	✓A
	E2	Experience of commissioning and managing consultants/technical advisers in delivering projects	✓A
	E3	Experience of presenting reports and providing briefings to senior management and Councillors.	
Key Behaviours		Focuses on People: is about considering the people who our work affects, internally and externally. It’s about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that’s our business. It’s about making our processes fit people.	

		Takes Ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.	✓A
		Works Collaboratively: is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.	✓A
		Communicates Effectively: is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.	
		Focuses on Results: is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better	