

Assistant Surveyor

Service Strategic Asset Management Property Management	Reporting to Property Surveyor	Location Swinton Civic Centre	Grade 2C
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About the role

- To support the delivery of property services across the city of Salford, supporting the team to achieve their overall strategic objectives.
- Support and assist the team to complete asset and right to buy Valuations by undertaking tasks such as inspections or properties, calculating valuation figures, supporting the preparing of valuation reports, and analysing comparable evidence and property market data.
- Assisting the Property Management service with new lettings, including preparing and negotiating sales particulars and heads of terms, liaising with suppliers to collate appropriate documentation, preparing reports and liaising with solicitors to complete new lettings.
- Delivering landlords' and tenants' services throughout the letting period, including support with service of notices.
- Maintaining property and financial records related to transactions being undertaken and which have been completed and to develop competence in the use of property data systems.
- Conducting tenant and property management duties, including ongoing dialogue with tenants, monitoring payments, escalating issues in a timely manner.
- Actively keeping up to date with industry trends, legislation and case law in relation to the management of commercial property with particular emphasis on Landlord and Tenant Acts.
- Carrying out viability assessments through review of development appraisals from Local Planning Authorities, analysing comparable evidence and property market data, assisting with negotiating of terms, and managing individual cases through to legal completion.
- Assisting in the control, management, and supervision of development projects.
- Supporting the development by providing advice and information on Compulsory Purchase Orders.
- Assisting with Development and Regeneration through negotiating compensation payments and liaising with appropriate officers and partners to ensure a co-ordinated approach.
- Representing Property Services at meetings as required including project team meetings, member briefings, client meetings and others as required.
- Supporting the managing of vacant property inspections, inspections are carried out in a timely manner, keeping detailed notes and reports of any issues identified during inspections. and any potential issues are identified and escalated.

- Manage the vacant building inspection notes for the Environment team, making sure the data is populated on to systems.
- Assisting with encroachments from Travellers, this will include seeking evidence they are on site and reporting and seeking to formal council approval for the removal of travellers.

Key outcomes

- Manage own personal case load efficiently and effectively, able to manage and prioritise conflicting deadlines.
- Support and assist cases through to legal completion
- Support the service to achieve its business plan and strategic outcomes, through increasing revenue and capital receipts and reduce outgoings on properties.
- Working with colleagues, hold detailed negotiations with third parties for disposals, acquisitions, landlord and tenant issues, regeneration, and development options
- Complete successfully a variety of inspections, rental, capital, and statutory property valuations

What we need from you

- To model and demonstrate our values and behaviours.
- Proven technical skills within this field of work
- Knowledge and understanding of RICS valuation standards
- Working towards RICS qualification or willingness to
- To be organised with attention to detail for collating and preparing cases
- Ability to communicate effectively with clients, other professionals, colleagues, and external clients
- Ongoing personal commitment to continuous self-development and professionally, keeping up to date with trends
- Flexibility and a positive attitude, able to work in a reactive environment
- A working knowledge of all aspects of general practice surveying
- Able to prioritise own workload with conflicting deadlines, using your own initiative
- Ability to contribute to ongoing improvement by responding proactively to change and continuously reviewing working methods and procedures to ensure they remain effective
- Commitment to providing a high-quality customer focused service both externally and internally.

#HappytoTalkFlexible



Salford City Council

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

Tailored Development

To be developed with the successful candidate.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our vision and priorities

Our vision

The council has a vision is to create 'A fairer, greener and healthier Salford'. To help us achieve this vision we have identified some key priorities to tackle the problems people in Salford are currently facing, [the Great Eight](#).

Salford is beginning a journey of economic transformation, with the mapping out of the city's economic future through key pieces of city council work. We're calling this [The Salford Way](#).

The Great Eight are:

Tackling poverty and inequality.



1

Creating vibrant places and spaces.



2

Tackling the climate emergency.



3

Skills and education (A Learning City).



4

Affordable housing and reducing homelessness.



5

Promoting transport and digital connectivity.



6

Creating an economy for all.



7

Tackling health inequalities and providing the best possible care.



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Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

Role details

Completed by: Steph Mullenger

Date: August 2023

Job code:

Job score: 2C

Date of evaluation: August 2023