



Senior Property Surveyor

Service Strategic Asset Management Property and Estates	Reporting to Senior Manager-Property Management and Property Information	Location Swinton Civic Centre	Grade 4C
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About the role

- The role covers all aspects of Estate Management, including handling the acquisition and disposal of land and buildings, and carrying out landlord and tenant functions, valuations and development appraisals.
- Responsible for the Property lifecycle, asset and insurance valuations within the allocated portfolio
- To assist in the effective management of the Council's property portfolio in accordance with the Asset Management Plan.
- To conduct negotiations for the acquisition of land and buildings for all Council purposes.
- To investigate and appraise development potential, value and negotiate the disposal of land and buildings surplus to Council requirements.
- To approve and undertake complex rent reviews and lease renewals, including all negotiations, and to give advice on assignments and other requests for landlord's consent and to deal with letting of non-operational Council properties
- To carry out day to day management of all types of Council property.
- To carry out valuations of Council and third party owned properties for various purposes.
- To prepare reports for Committees and Panels together with attendance at such meetings as required.
- To manage the Estates team; including setting work programmes and targets for the team members.
- Manage and control the non-operational property estate within their allocated portfolio. Allocate case load within their team for their portfolio
- Support the strategic management of the operational estate
- Provide accurate information for input into Concerto by property information
- Day to day interface with legal, regeneration and other Council services and tenants. Acting as client for legal services in any legal property matters
- Working with the head of property manager set KPIs and SLAs for the property function
- Providing accurate property intelligence for budgeting, monitoring and forecasting
- Play a leading role in the development and maintenance of a high performing property services team that provides services across the group property estate, with clear,

ambitious and structured development plans to ensure ongoing improvement at Salford.

- Contribute to determining resource levels and appropriate methods for benchmarking performance against relevant industry comparators, identify and deliver “best practice” (where appropriate) and the creation of a business culture driven by performance against objectives and targets that provides for proper financial management and the objective measurement of post activity audit and evaluation.
- Contribute to the development and delivery of a first class estates management service across the council linked to clearly identified customer needs which is capable, in time, of competing successfully in the open market for the supply of property-related services.
- Keep up to date with relevant developments in Estate Management ensuring that reporting staff do likewise and carry out benchmarking activities, as appropriate, in order that the Council is aware of and able to take account or advantage of new developments and to support continuous service improvement.
- Represent the function at internal and external forums to ensure the interests of the service and Council are effectively represented and to keep aware of all relevant developments.

Key outcomes

- Contribute to supporting the service to achieve its business plan and strategic outcomes
- Councils property portfolio managed in accordance with the strategic asset management plan
- Through your drive and passion, you will ensure that the service operates at the highest standard, providing highly responsive customer service, built on trusting relationships.
- Valuations, surveys & quotes are provided in line with KPI's and SLA's by the service to our customers.

What we need from you

- To model and demonstrate our values and behaviours.
- RICS qualified
- Significant knowledge and experience of working with a high value and wide-ranging property portfolio in activities such as acquisitions, disposals, dilapidations rent reviews, lease renewals, regears and litigation
- High level of literacy for writing non-standard letters, reports, property particulars and adverts and understanding complex leases, including the ability to write reports for Committee.
- Able to communicate effectively both verbally and written, with external clients and internally within the council.
- Ongoing personal commitment to continuous self-development and professionally, keeping yourself up to date with any changes or new trends
- Knowledge of prevailing legislation relating to commercial property including but not limited to Landlord and Tenant Acts
- Valid driving licence or other means of transport to enable you to travel across the city as the role requires
- Able to work flexible to meet service needs and demands
- 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.

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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#HappytoTalkFlexible



Salford City Council

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: 4C

Date of evaluation: August 2023