

# Property Surveyor

<b>Service</b> Strategic Asset Management Property and Estates	<b>Reporting to</b> Senior Property Surveyor	<b>Location</b> Salford- Civic Centre	<b>Grade</b> 3C
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## About the role

- As part of a team to undertake all day to day property management activities of the City Council's property assets in support of its asset management plans, property strategies and financial requirements.
- Being responsible for and effectively manage a personal caseload which will be a variety of property types. Ensuring revenue targets are met, protection of asset values and minimisation of costs.
- Undertaking inspections, valuations, negotiations, acquisitions and disposals of all types of land and property from inception through to completion.
- Undertaking new lettings, rent review and lease renewals to maximise the revenue returns from the City Council's Non-operational estate.
- Liaising with other professionals, both internal and external in the preparation of reports in accordance with the City Council's governance requirements and constitution.
- To assist with the preparation of service charge schedules, insurance valuations, rating assessments and revenue forecasting reports as required.
- To assist in the management of Statutory Compliance across all property to ensure a safe and fit for purpose portfolio is maintained
- Handling multiple cases ensuring all events are completed on or before relevant event dates in accordance with service KPI's.
- To assist with the updating of property and financial records related to transactions being undertaken and completed to enable the effective management and reporting of property performance.
- To assist in the development of efficient property processes and improvements to maximise savings opportunities and increase property returns.
- The provision of advice on the use of land and property and associated valuation matters to Council directorates as required.
- Attendance at internal meetings and at meetings with outside bodies, partners and stakeholders.
- Supports and assists the Senior surveyor to meet the objectives for their portfolio
- Provide support and direction for junior members of the team

## Key outcomes

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- You will manage your own personal case load efficiently and effectively, working to tight and conflicting deadlines
- Contribute to supporting the service to achieve its business plan and strategic outcomes
- Working as a team increase revenue and capital receipts and reduce outgoing on properties
- Work is completed within the set timeframes and the client, when needed is kept up to date.
- Inspections are undertaken meeting professional standards

## What we need from you

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- To model and demonstrate our values and behaviours.
- Proven technical skills and experience within a similar role
- Professional Credibility, RICS or similar qualification preferable but not essential
- 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
- Able to prioritise own workload with minimal supervision, using your own initiative
- Build good working relationships with colleagues, flexible and a positive attitude, able to work in a reactive environment
- 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

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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

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**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

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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:

Date:

Job code:

Job score:

Date of evaluation: