

JOB DESCRIPTION

JOB TITLE:	Group Surveyor and Valuer
GRADE:	Grade 3
REPORTING TO:	Senior Manager, Regeneration and Commercial Activities
RESPONSIBLE FOR:	Assistant Surveyor

ROLE SUMMARY

You will be responsible for strategically managing County Durham Housing Group's commercial property portfolio and for providing full valuation services to the group. Your role will involve leading on all commercial leasehold matters including landlord and tenant negotiations, undertaking effective acquisitions and disposals, and providing valuations in accordance with RICS standards.

MAIN DUTIES & RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your annual performance and development review (PDR) process, the points below are a summary of your main duties and responsibilities.

- Commercial leasehold management – responsible for leading negotiations and activities associated with the group's commercial property portfolio and all Landlord and Tenant matters including lease enforcement, assignments, rent reviews, lease renewals, surrenders, determinations, licences to carry-out works, tenant liaison etc
- Disposals and acquisitions – responsible for providing advice, leading negotiations and obtaining (if required) consents to dispose and/or acquire of assets.
- Valuation services – responsible for providing and/or obtaining valuations for all group activities in accordance with RICS standards and requirements including market valuations, development appraisals and PRTB/RTA valuations
- Provide a full professional and technical service in respect of all property matters, advising and undertaking varying casework to ensure the effective management of the group's assets.
- Undertake inspections, studies, cost-benefit analyses and risk assessments as required to ensure the pro-active management of the group's assets.
- Prepare and present property reports, business cases, statements of need and associated evidence as required.

- Responsible for identifying service challenges and opportunities and for developing appropriate strategic approaches to them.
- To work in partnership with external organisations and consultant partners to deliver excellent services
- To assist with the identification of future investment and any resources needed for the proper maintenance/management of the group's land and commercial property portfolio.
- Manage a designated budget; ensuring value for money is achieved in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularities.
- Manage health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy.
- Identify, own and manage risks arising from strategic and operational plans
- Comply with the group's confidentiality and information security policies at all times.

Your duties may vary from time to time and within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Educated to degree level in a related subject. • Relevant professional qualification and membership of the RCS or equivalent appropriate professional body • RICS Registered Valuer. 	Further advance degree.	<ul style="list-style-type: none"> • Application Form • Selection Process • Pre-employment checks
Experience	<ul style="list-style-type: none"> • Experience of working and making decisions in a property environment. • Experience of leading and managing estate management casework covering functions such as valuation, acquisitions, disposals, leasing/letting etc. • Experience of assessing property performance and preparing/presenting associated reports. • Experience of developing and delivering strategic plans that deliver corporate objectives. • Experience of effectively managing budgets and resources. • Experience of managing complex projects and competing casework deadlines. 	<ul style="list-style-type: none"> • Experience of managing staff. • Experience of undertaking property reviews. • Experience of commissioning work from consultants. 	<ul style="list-style-type: none"> • Application Form • Selection Process

Skills/knowledge	<ul style="list-style-type: none"> • Specialist Knowledge of property and property processes. • Excellent negotiating and problem solving skills with an ability to influence and persuade to achieve positive outcomes. • Demonstrate a committed and flexible approach to work with an ability to forward plan and prioritise workloads to meet deadlines and conflicting priorities. • An ability to communicate well and prepare written reports. • An organised, calm and methodical approach to work together with a positive attitude and desire to succeed. • Able to identify strategic issues and develop future strategic and operational plans 	<ul style="list-style-type: none"> • An understanding of the principles of strategic asset management. 	<ul style="list-style-type: none"> • Application Form • Selection Process
Values	<p>People first: People are at the heart of everything we do. In our communities the way we listen and respond to people will determine the way we grow. It is only by connecting with and trusting people that living can be fully brought to life.</p> <p>Outstanding delivery: Push the boundaries of customer service and added value through proactive behaviour. Because the smallest detail can make the biggest difference, outstanding must be the new</p>		<ul style="list-style-type: none"> • Application Form • Selection Process

<p>standard and the new routine.</p> <p>Proud communities: Taking responsibility and feeling confident only occurs when there is a sense of pride and optimism at home. Positive steps lead to more positive steps and as a result, there is an ability to create and seize better opportunities</p>		
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