**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS**

**JOB TITLE:** PRINCIPAL ESTATES SURVEYOR

**DIVISION:** REGENERATION

**GRADE:** BAND 13

**RESPONSIBLE TO:** STRATEGIC ASSET MANAGER

**POST REFERENCE:**  107224

**Purpose of Post**

* To ensure statutory duties within the remit of the post are met.
* To provide an efficient and effective Valuation and Estate Management Service with responsibility for securing the most optimum financial, regeneration and community benefit returns from the Councils property portfolio.
* To enhance and protect the asset value of the Councils assets whilst ensuring compliance with statutory responsibilities.

**Key Relationships**

1. To liaise and develop relationships with relevant Partner organisations outside the Council including PCT, NHS, other Local Authorities, Police, Fire and Third Sector groups.
2. To develop strong working relationships with other internal departments to ensure the efficient use of property in service delivery.

**Main Duties and Responsibilities**

Jobholders may be required to undertake any of the following according to the needs of the service and service related pressures:

1. To be responsible for facilitating the delivery of regeneration projects within Hartlepool to include the acquisition of land/ buildings both by negotiation and the use of Compulsory purchase powers.
2. Develop innovative solutions and development options/funding arrangements to enable regeneration to proceed including the negotiation of developer agreements.
3. Take responsibility for the development of a property company to facilitate proactive regeneration together with identifying wider opportunities to create additional value to support the Council’s financial position.
4. To undertake viability and demand assessments to determine opportunities for the Council to maximise opportunities for development of both commercial and residential sites.
5. As directed by the Strategic Asset Manager, lead on the development and proposal of specific policies and procedures relating to the Estates and Regeneration Service
6. To undertake complex and sensitive negotiations with public and private sector stakeholders in relation to land and property to facilitate and secure positive outcomes for both the Council and involved parties requiring the jobholder to overcome entrenched and potentially diametrically opposed business interests and positions
7. As required attend Tribunals, Lands Chamber, Arbitration Panels and Public Enquiries to present information, and where necessary, represent the Council
8. Be responsible for the preparation of an Asset Management Plan developing the strategy for the Councils property portfolio taking account of the current and future operational and non-operational requirements of the Authority.
9. Liaise with senior officers in the Council to understand the operational requirements and collate these with the current availability of assets and develop a strategy of acquisition and disposal to facilitate the required portfolio. Translate the strategy as developed into a capital receipts, acquisition and property review programme
10. Work closely with internal and external stakeholders.
11. To provide professional advice on Valuation and Estate Management matters relating to land and property issues.
12. To be responsible for disposals of the Councils land and property interests including co-ordinating the preparation of development briefs & the marketing of land and property from receipt of instructions until completion of transactions
13. To be responsible for acquisitions of land and property interests for Council purposes including the implementation of Compulsory Purchase powers
14. To be responsible day to day for matters relating to Asset Management & the management of the Councils Non-Operational land and property portfolio and lettings of land and property.
15. The maintenance of comprehensive, accurate and up to date records of the Councils land and property, ensuring appropriate liaison and links with the IPF system.
16. The provision of an in house valuation service undertaking negotiations on behalf of the Council regarding rentals and acquisitions of land and property within approved guidelines.
17. Monitoring the inspection of land and properties to ensure conformity with leases, licences and any other temporary occupation.
18. Regular review of Asset Valuations in accordance with current legislation.
19. To liaise with external customers on the provision/ availability of land and property.
20. To manage the enforcement of covenants on former Council owned land and property.
21. Have regard to the financial implications for the Council of the use, acquisition and disposal of land and property.
22. Prepare financial projections and manage capital and revenue budgets ensuring strict financial management arrangements are maintained. To prepare capital receipt programmes and implement delivery to agreed timescales.
23. Management of the non-operational portfolio to maximise financial returns.
24. Assist in the preparation and implementation of a Service Plan for the Team in accordance with the Divisions overarching Service Plan.
25. To develop in accordance with the Councils priorities & procedures for the management of the Councils Land and Property portfolio in order to optimise returns in line with Corporate priorities.
26. Prepare and present reports for and attendance at Portfolio, Cabinet, Scrutiny and other Council Panels and meetings as appropriate.
27. Represent the Council at meetings with external bodies/ interest groups and to attend court as necessary in any legal proceedings relating to the service.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: February 2018

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**