Newcastle City Council

Job Description

Post Title: Assistant Surveyor AA2878

Evaluation: 476 Points **Grade: N6**

Responsible to: Consultant Property Surveyor

Responsible for: N/A

Job Purpose: To undertake property surveying work to support the provision of property related services to internal and external clients.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1 To undertake general practice surveying duties to a high quality and to advise on property related matters as appropriate.

2 To agree terms and carry out effective negotiations with landlords, tenants, agents, business people and members of the public in relation to property transactions.

3 To provide instructions to the Property Systems Team and to Legal Services to complete property transactions.

4 To draft reports and other relevant documents in line with current procedures and legislation.

5 To provide advice and guidance to landlords, tenants and members of the public as appropriate

6 To update and monitor allocated property budgets to ensure property related income and expenditure is accurately processed.

7 To represent the division at meetings of committees, public and other meetings, officer working groups and other bodies to advise on property related matters as required.

8 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.