



South Tyneside Council

ECONOMIC REGENERATION

JOB DESCRIPTION

POST TITLE: Property Valuation Surveyor
GRADE: Band 5-8 (Career Grade)
RESPONSIBLE TO: Property Services Manager
RESPONSIBLE FOR: Subordinate professional, technical and clerical staff

Overall Objectives of the Post:

To assist in the provision of a comprehensive property valuation and management service.

Key Tasks of the Post:

1. You will work to achieve the overall objectives of the post. You will:

- Undertake management of the Council's commercial and industrial properties.
- Carry out the acquisition and disposal of all types of land and property/leisure.
- Undertake the management of the miscellaneous property portfolio.
- Carry out capital accounting valuations.
- Process rating appeals.
- Undertake the negotiation and settlement of compulsory purchase claims.
- Negotiate licences, wayleaves and easements.
- Carry out work on regeneration projects.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: LM/KDS

Date: 05/10/2018