



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Valuer**

**Vacancy ID: 011717**

Salary: £34,728 - £36,922 Annually

Closing Date: 11/04/2021

## **Benefits & Grade**

Grade L

## **Contract Details**

Permanent

## **Contract Hours**

37 hours per week

## **Interview Date**

21/04/2021

## **Job Description**

Stockton-on-Tees Borough Council is a successful and award winning Council who employ over 3,000 employees in a vast range of job roles across many different services.

The Council's biggest assets (not including our employees) are the land and property we own across the borough, including our investment portfolio, industrial units, estate shops, parks and green spaces, office buildings, libraries and specialist sites such as the Hampton by Hilton Hotel and the Globe Theatre and town centre assets.

Reporting to the Valuation and Property Manager, the successful candidate's responsibilities will be the full range of estate management competencies including acquisitions, disposals, landlord and tenant work, valuations, management of the Council's leasehold estate (as tenant and landlord) and to provide strategic property advice to maximise the potential of assets.

The post is suitable for either a graduate (RICS accredited degree), part qualified heading towards their APC or a fully qualified Chartered Surveyor.

We are seeking a highly motivated person with experience of negotiation in relation to acquisition and disposal of land and property and estate management experience as well as being able to demonstrate the ability to think through complex problems and make sound judgements.

You will be a team player and willing to work across a range of Council services to ensure projects and services are delivered efficiently and effectively. Exceptional communications skills are required as well as the ability to work under pressure.


An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs)

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Kieran Meighan, Valuation & Property Manager, on 01642 526878.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  <b>Finance, Development and Business Services</b>		<b>Service Area:</b>  <b>Valuation &amp; Property</b>
<b>JOB TITLE: Valuer</b>		
<b>GRADE: L</b>		
<b>REPORTING TO: Valuation and Property Manager</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>  To assist the Valuation and Property Manager with the management of the Council's land and building portfolio, the disposal of surplus properties, the acquisition of strategic properties and the provision of valuation reporting and advice. Responsibility to ensure that all property related matters are undertaken in a professional manner and comply with statutory and professional guidelines, best practice and procedures.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	<b>1.</b>	To be responsible to the Valuation and Property Manager to undertake the following: <ul style="list-style-type: none"> <li>• To provide an efficient, effective and reliable service to ensure the objectives of Finance, Development &amp; Business Services are met.</li> <li>• Negotiate the acquisition of all types of land and property (freehold and or leasehold) for the Council and ensure the negotiations deliver value for money for the Council.</li> <li>• To assist in the development of the Council's disposal strategy and be responsible for managing the process of land and property disposals, including Community Asset Transfer, by identification, preparation for sale, marketing, negotiation for sale and completion of sale.</li> <li>• To undertake work in respect of managing all the Council leasehold estate (as tenant and landlord) and provide strategic property management advice in order to maximise the potential of these assets and ensure adequate provision for the management of debt.</li> <li>• Ensure efficient and effective landlord and tenant work in respect of Council's portfolio including letting, rent reviews, lease renewals and lease restructuring.</li> <li>• To liaise with legal services throughout the process of acquisition and disposal and property management to complete the necessary documents/agreements.</li> <li>• Carry out RICS / CIPFA compliant asset valuations for financial reporting.</li> <li>• Work with other teams within Finance, Development and Business Services and other Directorates within the Council to provide development options and appraisals based on knowledge of the market, values and costs to enable the Council to consider development opportunities e.g. development of employment related sites and/or housing sites.</li> <li>• To advise and be involved in any negotiations in relation to CPO compensation and other claims, the granting/acquiring of wayleaves, easements and other</li> </ul>

		<p>rights. To represent the Council as required at Lands Tribunal and Public Inquiry in connection with a Compulsory Purchase Order.</p> <ul style="list-style-type: none"> <li>• Daily contact with members of the public concerning Council property matters, Council property tenants and landlords, local and national property professionals, private and public developers, local interest groups, third sector organisations, Members, Directors and colleagues.</li> <li>• Ensure the fulfilment of the Council's statutory duties and enforcement of legislation relating to all property related matters.</li> <li>• Positively manage own training and development requirements to ensure technical and professional competence is maintained.</li> <li>• Assist in the preparation of any advice or reports to Members, Directors and Offices of the Council on all aspects of the team's work.</li> <li>• Participate in multi-disciplinary teams as may be required to achieve the Council's corporate objectives.</li> <li>• Meet regularly with Valuation and Property Manager to advise, discuss and consult on work requirements, objectives, priorities and deadlines.</li> <li>• Assist in dealing with Complaints and Freedom of Information requests.</li> </ul>
	2.	<p>To be responsible for delivering a range of services in an effective and efficient way, ensuring quality systems are embedded to enable best practice models to operate. You will:</p> <ul style="list-style-type: none"> <li>• Ensure that all enquiries received are answered appropriately and on time.</li> <li>• Ensure that all property related information and data is made available and is kept updated.</li> </ul>
	3.	<p>You will assist the Valuation and Property Manager to drive the direction of Finance, Development and Business Services. You will:</p> <ul style="list-style-type: none"> <li>• Provide effective communication across all areas of the Council.</li> <li>• Support the achievement of key performance indicators which sets targets to maximise performance in delivering service plan and key programmes.</li> <li>• Work collaboratively with other Council directorates and teams.</li> <li>• To establish and develop effective partnerships with other regional organisations to influence and integrate the asset plans and strategies of partners with those of the Council.</li> <li>• To support and promote the development and improvement of Finance and Business Services and the Council as well as promote strong and effective employee engagement.</li> <li>• Supervise Assistant Valuer's on specific tasks as and when required.</li> </ul>
	4.	<p>You will have a responsibility to undertake training and development as require and also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.</p>
	5.	<p>You will have a responsibility of care for your own and others' health and safety.</p>
	6	<p>The above list is not exhaustive and other duties may be attached to the post from time to time. Variations may also occur to the duties and responsibilities without changing the general character of the post.</p>
<b>3.</b>	<b>KEY RESULTS/OBJECTIVES</b>	
	<p>Undertake acquisitions and disposals of all types of land and property for the Council.</p> <p>Effective and efficiently manage the Council leasehold estate.</p> <p>Carry out RICS / CIPFA compliant asset valuations for financial reporting.</p>	

### **3. GENERAL**

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



## PERSON SPECIFICATION

Job Title/Grade	<b>Valuer</b>	<b>Grade L</b>
Directorate / Service Area	<b>Finance, Development and Business Services</b>	<b>Valuation &amp; Property</b>
Post Ref:	<b>POS003070</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>RICS Accredited degree (e.g. Estate Management, Property Surveying)</li> <li>Consideration will be given to candidates who are only part qualified. It is essential that the successful candidate commits to obtaining full membership of RICS within no longer than two years</li> </ul>	<ul style="list-style-type: none"> <li>MRICS (General Practice/Valuation)</li> <li>Evidence of continued professional development</li> </ul>	Application form / Certificates
Experience	<ul style="list-style-type: none"> <li>Experience and knowledge of working in a valuation/estate surveying service, with experience of valuation, property management, acquisitions and disposals</li> <li>Experience of successful negotiation in relation to the acquisition and disposal of assets</li> <li>Property management experience</li> <li>Preparing marketing particulars</li> </ul>	<ul style="list-style-type: none"> <li>Local Government or Public Sector experience.</li> <li>Demonstrable knowledge and understanding of the current issues faced by Local Government</li> <li>Experience of estate surveying/valuation in a Local Government environment</li> <li>Producing technical reports, attending meetings and representing the organisation.</li> <li>Valuation for accounting purposes and open market purpose</li> </ul>	Application / Interview

		<ul style="list-style-type: none"> <li>• Preparing property development appraisals and knowledge of desired inputs</li> <li>• An understanding of the impact of asset management on local government</li> <li>• Demonstrate knowledge and experience of value for money and best practice principles</li> <li>• Familiarity with and the ability to use information technology to improve processes</li> <li>• Staff supervision</li> </ul>	
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Knowledge of the legislation, processes and procedures in delivering valuation and property management service in accordance with best practice</li> <li>• Good level of communication skills</li> <li>• Utilising a range of ICT systems and applications e.g. Microsoft Word and Excel</li> <li>• Ability to initiate actions and take responsibility</li> <li>• Be able to think through complex problems analytically, making sound judgements and decisions and being clear on when to escalate</li> <li>• Ability to prioritise workload</li> <li>• Formulation manipulation and use of data and information</li> <li>• Strong health and safety and welfare focus</li> </ul>		Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>• Ability to travel throughout the borough and beyond to visit sites and buildings</li> <li>• Hold a full driving licence and access to private transport</li> </ul>		Application / Interview



Other requirements	<ul style="list-style-type: none"><li>• Be able to think broadly and strategically.</li><li>• Drive continuously to be innovative and creative.</li><li>• Adaptable to change.</li><li>• Be able to work under pressure and use own initiative as well as being a team player.</li><li>• Personal and professional demeanour, integrity and credibility.</li><li>• Flexible, reliable and well organised with a planned a structured approach.</li><li>• High performing and motivating to drive projects through implementation and exceed customer expectations.</li><li>• Ability to inspire trust and confidence in colleagues by demonstrating a professional approach to the management of sensitive information.</li><li>• Have a political awareness and sensitivity in relation to service delivery.</li><li>• Able to develop positive customer relationships.</li><li>• Committed to the principles of equality and diversity.</li><li>• Prepare to work outside normal working hours as required.</li></ul>		Application / Interview
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## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.