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| **Job Description** |
| **Post title** | Surveyor |
| **JE Reference No** | N7288 |
| **Grade** | 9 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Corporate Property & Land – Asset Management |
| **Reporting to** | Principal Surveyors  |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The post-holder will be a member of a team responsible for ensuring pro-active management of the Council’s estate, including the provision of an effective acquisitions, disposals and valuation service, activity aimed at ensuring the efficient management, use and occupation of the estate and for identifying opportunities for rationalisation.

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| **Duties and responsibilities** |

To undertake other duties and responsibilities that are commensurate with the level of the post. This job description contains the main accountabilities of the post and does not describe in detail all the duties required.

* To assist the team in undertaking estate management casework, as required to ensure the effective management of the Councils land and property portfolio in compliance with corporate and service, legislative, professional and good practice requirements, including:
* Assisting the team in providing a full professional and technical service, with appropriate administrative back-up, in respect of all matters relating to the continuing management of the County Council's Estate.
* Advising on property matters and providing assistance to services.
* Assist in the preparation and presentation of property reports, business cases, statements of need and associated evidence.
* To assist in the negotiation of acquisitions and disposals of land and property (freehold or on lease/tenancy/licence as appropriate) by private treaty and/or Compulsory Purchase to meet service needs, including associated negotiations in relation to compensation and other claims.
* To assist the team in providing a full professional and technical service in respect of all Landlord and Tenant matters including rent reviews, lease renewals, surrenders, determinations, and assignments.
* Negotiating the acquisition/granting of wayleaves, easements and other rights.
* Undertaking asset valuations in accordance with the Authority’s rolling programme and in compliance with RICS and CIPFA requirements, highlighting assets where market value is likely to be in excess of stated book value for feeding into the property review programme.
* Undertaking inspections, studies, cost-benefit analyses and risk assessments, as required to effectively ensure pro-active management of the Council’s non-operational land and property holdings.
* Undertaking all associated liaison, consultations and reporting.
* Advising on the use of property.
* To contribute towards the maintenance of the asset data records required to inform co-ordinated and pro-active management of the Council’s land and property portfolio.
* To contribute to the delivery of the Authority’s medium/long term Property Strategy, including its strategies for the disposal of surplus assets, for expenditure on repairs and maintenance, for reducing the Authority’s impact on the environment.
* To contribute to the Authority’s rolling property review programme, monitoring and advising on ways in which land and property usage can be optimised, operational costs reduced and performance enhanced, and identifying under-performing/surplus assets for disposal.
* To ensure that in undertaking casework all information needed for performance management is collected.
* To provide property and valuation advice to other Services and to attend panels and working groups of the County Council and its stakeholders.
* To prepare CMT, Cabinet, Scrutiny, Committee, Sub-Committee and such other reports required.
* To support the Councils garage site portfolio including site inspections, leases, complaints, land issues and tenancy agreements.
* To assist the work of the Senior Surveyors where necessary.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonable fall within the level of responsibility and competence of the post as directed by the Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Educated to degree level or equivalent providing a foundation for membership of the Royal Institution of Chartered Surveyors or equivalent appropriate professional body.
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| Experience | * Specialist knowledge of property and property processes.
* Experience of working and making decisions as part of a team.
* Experience of computer applications, software programmes and IT generally.
* Preparation of reports.
 | * Experience of working in property or a property related environment.
* Experience of general property management.
* Experience of using a computer database system.
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| Skills & Knowledge | * Knowledge of local government.
* Awareness of estate management principles.
* Good organisation and communication skills including negotiating skills.
* Good analytical skills.
* Good I.T. skills.
* Awareness of relevant recommended practice and key legislative requirements.
 | * Awareness of risk management techniques.
* Performance management skills.
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| Personal Qualities | * Positive, enthusiastic and flexible approach.
* Self-motivating, with ability to work on own initiative.
* Ability to engage with colleagues and work as an effective team member.
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
* May be required to work outside of normal office hours.
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