

Job Description

Post Title: Surveyor LL356

Evaluation: 523 Points

Grade: N7

Responsible to: Consultant Property Surveyor

Responsible for: N/A

Job Purpose: To provide high quality technical property advice and support to internal and external clients to assist them to achieve their business objectives.

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 work and to advise on property related matters.
- 2 Agree terms and carry out effective negotiations with landlords, tenants, agents, business people and members of the public in relation to all property transactions.
- 3 To provide accurate instructions to the Property Systems Team and to Legal Services to complete property transactions.
- 4 Prepare property reports and other relevant documents in line with current procedures and legislation.
- 5 To provide advice and guidance to directors, heads of service, budget managers and other clients to assist them to fulfil their property related requirements.
- 6 To update and manage allocated property budgets.
- 7 To provide technical support and assistance to other staff as required.
- 8 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.