 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b> Regeneration and Inclusive Growth		<b>Service Area:</b> Finance and Business Services
<b>JOB TITLE: Valuation Assistant</b>		
<b>GRADE: H</b>		
<b>REPORTING TO: Valuers/Valuation and Property Manager</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>  To assist the Valuers/Valuation and Property Manager with the management of the Council's estate, including disposing of surplus land and property, processing easements, wayleaves and new lease/licences.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
1	To undertake efficient and effective landlord and tenant work in respect of the Council's leasehold estate including letting, rent reviews, lease renewals and lease restructuring as well as the day-to-day property management of the Council leasehold estate and ensure adequate provision for the management of debt and occupancy levels.	
2	Ensuring granting of new easements, wayleaves and substation leases on Council land deliver value for money and mitigate damage to Council land.	
3	Negotiate the terms and process the sale of small areas of surplus Council land and property and the disposal of garden land sales ensuring the terms deliver value for money and to also assist the Valuers/Valuation and Property Manager with the sale of larger surplus land and property e.g. undertaking viewings, preparing particulars, providing Land Registry information, preparing plans and calculating site areas.	
4	Processing and where appropriate defending and enforcing adverse possession claims, boundary disputes and encroachments as well as dealing with varying or releasing of restrictive covenants on former Council land.	
5	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 and to instruct and liaise with legal services and Members, where appropriate, throughout the process in completing such transactions.	
6	Assist the Valuers/Valuation and Property Manager in the preparation of any advice or reports to Members, Directors and Offices of the Council on all aspects of the team's work.	
7	To support and promote the development and improvement of the Finance and Business Services Directorate and the Council and promote strong and effective employee engagement.	
8	To ensure a culture of co-operation and effective joint working is maintained and ensure the service is customer focussed.	

	9	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
<b>3</b>	<b>KEY RESULTS/OBJECTIVES</b>	
	Maintain a balanced and sustainable Medium Term Financial Plan  Continue to improve the efficiency and effectiveness of our services  Ensure the Council uses its resources and assets effectively  Develop and ensure delivery of robust governance framework	
<b>4.</b>	<b>GENERAL</b>	
	<p><b>Job Evaluation</b> - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.</p> <p><b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required 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.</p> <p><b>Council Values, Competency Framework, Code of Conduct</b> - The post holder is required to carry out the duties in accordance with Council values, competency framework, code of conduct, professional standards and promote equality and diversity in the workplace.</p> <p><b>Policies and Procedures</b> - The post holder is required to adhere to all Council Policies and Procedures.</p> <p><b>Health and Safety</b> - 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.</p> <p><b>Safeguarding</b> - 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.</p>	
	Name:	Signature:
Job Description written by: (Manager)	.....	.....
Job Description agreed by: (Post holder)	.....	.....
	Date	




**PERSON SPECIFICATION**

<b>Job Title/Grade</b>	<b>Valuation Assistant</b>	<b>Grade: H</b>
<b>Directorate / Service Area</b>	<b>Finance and Business Services</b>	
<b>Post Ref:</b>	<b>41157</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>RICS accredited diploma (e.g. Estate Management, Property Surveying) or the equivalent level of knowledge gained through substantial demonstrable directly related work experience.</li> </ul>	<ul style="list-style-type: none"> <li>RICS accredited degree (e.g. Estate Management, Property Surveying)</li> <li>Associate Member of RICS.</li> <li>Evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience and knowledge of working in a valuation/estate surveying service, with experience of property management, acquisitions and disposals.</li> </ul>	<ul style="list-style-type: none"> <li>Local Government or Public Sector experience.</li> <li>Experience of successful negotiation in relation to acquisition and disposal of assets</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Knowledge of the legislation, processes and procedures in property management in accordance with best practice.</li> <li>Good level of communication skills across a range of media.</li> <li>Ability to prioritise workload.</li> <li>Formulation manipulation and use of data and information.</li> <li>A professional approach to the management of sensitive information and dealing with members of the public.</li> </ul>	<ul style="list-style-type: none"> <li>Utilising a range of ICT systems and applications. e.g. Microsoft Word and Excel.</li> <li>Demonstrate a knowledge and understanding of current issues faced by Local Government</li> <li>Be able to think through complex problems analytically, making sound judgements and decisions and being clear on when to escalate.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>

<p><b>Specific behaviours relevant to the post</b></p>	<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 driver's licence and access to private transport to undertake site visits across the Borough</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Selection Process</li> </ul>
<p><b>Other requirements</b></p>	<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>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Selection Process</li> </ul>

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Regeneration & Inclusive Growth	<b>SERVICE AREA:</b> Valuation & Property	
<b>JOB TITLE:</b> Valuation Assistant		
<b>GRADE:</b> H		
<b>JOB LOCATION / BUILDING:</b> Municipal Buildings		
<b>REPORTING TO:</b> <i>Valuation &amp; Property Manager</i>		

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

<b>Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health</b>		
<b>Known Risk</b>	<b>Yes</b>	<b>No</b>
<b>Noise:</b> Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		<b>X</b>
<b>Vibration:</b> Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s <sup>2</sup> A(8) 9		<b>X</b>
<b>Respiratory:</b> Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex.  (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		<b>X</b>

<b>Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.</b>		
<b>Known Risk</b>	<b>Yes</b>	<b>No</b>
<b>HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers:</b> Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		<b>X</b>
<b>Asbestos:</b> Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> <li>○ Work which removes, repairs, or disturbs asbestos</li> <li>○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment)</li> <li>○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)</li> </ul>		<b>X</b>

Known Risk	Yes	No
<p><b>Lead:</b> Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal)</p> <p>The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> <li>○ Inhaled, e.g., lead dust, fume or vapour.</li> <li>○ Ingested, e.g., lead powder, dust, paint or paste; or</li> <li>○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate.</li> </ul> <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		X
<p><b>Confined Spaces - Safety Critical:</b> Employee will be required to work in a <b>confined space</b> where specialist equipment or breathing apparatus is needed.</p>		X
<p><b>Working at Heights - Safety Critical:</b> Employee will be required to work <b>at a height</b>.</p>		X
<p><b>Blood-borne viruses:</b> Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		X

Other Known Risks		
Known Risk	Yes	No
<p><b>Council Vehicles or transport that does not require a Group 2 licence:</b> Employee will be required to <b>drive a Council vehicle</b> or <b>regularly transport</b> service users/clients/pupils in their own vehicle as part of normal duties.</p>		X
<p><b>Food Handlers:</b> Employee will be preparing and handling food</p> <p><i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		X
<p><b>Night Workers:</b> Employee will be regularly working at night</p> <p><i>Optional Night Worker Questionnaire available</i></p>		X
<p><b>Lone Working (including Home Working):</b> Employee will be required to work alone.</p>	X	
<p><b>DSE Users:</b> Employee will be required to use Display Screen Equipment (DSE)</p> <p><b><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></b></p>	X	
<p><b>Any Other:</b> Please identify any other known risks associated with this job role.</p>		

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager: Kieran Meighan

Date: 24/10/2023

**For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: [Occupational.Health@stockton.gov.uk](mailto:Occupational.Health@stockton.gov.uk)**