

Reports to: **Consultant Property Surveyor**

Direct reports: **N/A**

Evaluation: **523 points**

Grade: **N7**

Reference: **LL356**

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

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

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 our Equality policy in all aspects of your employment.
9. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.