

EXETER CITY COUNCIL

Job Description

JOB TITLE	: Assistant Estates Surveyor
GRADE	: F
POST NO	: 0530
DIRECTORATE	: Finance
UNIT	: Corporate Property
REPORTS TO	: Principal Estates Surveyor
RESPONSIBLE FOR	: No Staff
LIAISON WITH	: The public, Members and Council Officers in all Directorates

MAIN PURPOSE

To assist in the delivery of the estates management and valuation services in connection with the Council's property portfolio.

MAIN DUTIES & RESPONSIBILITIES (MDR)

To assist in the delivery of estate management and valuation services, including:

1. Undertaking valuations for all purposes, including providing assistance to officers conducting Red Book valuations;
2. Negotiation of terms for property transactions, including sales and acquisitions, lease restructuring, dilapidations and other landlord and tenant matters;
3. Assisting in the marketing, letting and disposal of Council property;
4. Liaison with tenants and others regarding all estates matters, including dealing with landlord consents and lease variations;
5. Inspecting properties and monitoring lease compliance;
6. Managing requests for minor repair and maintenance;
7. Assisting in the provision of property advice and assistance to operational services across the Council; and
8. Any other duties of a similar nature that fall within the general purpose of the job which may be assigned from time to time.

DATE LAST UPDATED: July 2021

Person Specification

JOB TITLE : Assistant Estates Surveyor
GRADE : F
POST NO : 0530
DIRECTORATE : Finance
UNIT : Corporate Property

Qualifications

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Graduate of recognised RICS course working towards APC	E	A, C

Experience, Knowledge & Skills

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Some experience in property management	D	A, I
Sound grounding in property legislation and case law	E	A, I
Understanding of valuation techniques and application	E	A, I
Good communication skills	E	A, I
Ability to manage competing priorities and deliver to tight timescales	E	A, I
Ability to operate on own initiative with appropriate supervision	E	A, I

CATEGORY: **A:** Application, **C:** Certificates, **T:** Testing, **I:** Interview, **R:** References.

COMPLETED BY :
DATE : July 2021