

Job Title	Graduate Estates Surveyor		
Job Number		Preparation date	Feb 2021
Grade (if known)	5	Revision date	
Business Unit	Borough Development		
Section	Property Services		
Responsible to (job title)	Senior Estates Surveyor (Operations)		
Responsible for total number of direct reports	0	Responsible for total number of staff managed	0
Main purpose of job			
<p>1. To ensure, by working with the Asset Manager - Operations and other departmental colleagues that all property management associated with and predominately to the council's Operational Property Portfolio is carried out in accordance with Council policy and the requirements of Property Management best practise and otherwise with prevailing statute, regulation and guidance.</p>			
Main responsibilities			
<ol style="list-style-type: none"> 1. Carry out property and land inspections advising necessary tenants and or third parties of any breaches. 2. Undertake estate management matters, rent reviews and lease renewals. 3. Managing straightforward lettings and freehold matters. 4. Assist in analysis of the Operational Portfolio. 5. Provide support to Asset Manager (Operations) and Senior Surveyor (Operations). 			
Key tasks			
<ol style="list-style-type: none"> 1. Undertake inspections of land and buildings, as directed by relevant procedures, prepare reports, including recommendations for actions required, and monitor completion of those actions. 2. Instruct Legal Services in regard to the preparation of legal documents, approve drafts and manage tasks through to completion. 3. Research and respond to applications and enquiries, both internally and externally, received in respect of Council owned land and buildings. 4. Carry out the necessary investigations for, and progress through to completion, applications to the Council for landlords consent for assignments, under lettings, alterations etc. 5. Carry out negotiations for, and progress through to completion, grant and / or renewal of interests in land and / or buildings. 6. Dealing with tenants both face to face and by phone, email etc. Escalating issues as appropriate. 7. Assist with the maintenance and development of the Council's property records. In 			

particular developing the Property Management Information System in respect of the investment portfolio to better understand performance. Use of the councils valuation software will be critical.

8. Carry out a suitable range of duties to develop professional skills and leading to full RICs qualification.
9. Carry out such other property management duties as may be requested by the Unit Management Team.
10. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation.
11. To undertake such other duties as may be specified by the Head of Property & Assets and or the Asset Manager Operations Portfolio.

Essential User	Yes		
Special features and/or equipment <i>(anything 'out of the norm')</i>	<ul style="list-style-type: none"> • Flexible approach is required, and a willingness to work outside normal office hours if required. • A valid driving licence and own transport of an acceptable standard. 		
Signatures			
Job Holder		Date	
Line Manager or Head of Service		Date	

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.