

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

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| Designation: | Senior Estates Surveyor | Grade: | PO7 |
| Reports to (Designation): | Estates Manager | Grade: | SMG1 |
| Directorate: | Resources & Regeneration | Section: | Regeneration & Asset Management |

Main purpose of the job:

To be responsible on behalf of the Directorate for managing and controlling the various valuation and estate functions, including identifying new opportunities and obtaining agreement to pursue those, managing procurement and other commercial processes to enable the valuation and estate staffs to deliver the required outcomes.

To be responsible for the management, control and development of a full range of professional valuation and estate management services and property portfolios, ensuring that positive trends are delivered against the agreed KPIs.

To purchase, sell, lease and manage land and property for the Authority including fulfilling the corporate objectives contained in the Council's current Regeneration, Accommodation and Asset Management Plans..

Personal responsibilities and duties are:

To support the Estates Manager providing professional and technical advice on a variety of complex issues and projects relating to assets with a multi-million pound value, using relevant market knowledge and expertise to ensure that risks and savings are managed where possible and projects achieve value for money for the Council.

To take responsibility for the management and negotiations for the valuation and estate functions to drive innovation, improved service outcomes and better value for money for the Council.

To lead and develop a matrix managed environment in which workloads will be varied and priorities will change on a regular basis. To manage effectively within that structure, managing staff, external contractors and consultants as required, providing effective motivation, direction, performance management, coaching and personal support to enable them to work effectively within the matrix-managed nature of the team.

To develop, manage and co-ordinate assigned portfolios, programmes and projects from inception to completion, ensuring that they are delivered to agreed time, cost and performance standards and in accordance with accepted and accredited professional standards whilst always seeking to achieve continuous improvement.

To develop project proposals for effective asset management through feasibility work, to test their deliverability and make recommendations on the necessary funding.

Work with managers across services to maximise development potential of the commercial and operational estate and seek funding opportunities for schemes from Regional and National Government and other external funding streams.

On behalf of the Council negotiate and agree the price to be paid by the Council for property acquisitions, property disposals, rents paid and rents received in accordance with professional standards and the Council's standing orders.

To negotiate tenders for outsourced valuation, estate surveying and feasibility work on a project, including consultants and contractors, and to manage the appointment process, ensuring that contractors are appointed in accordance with the Council's procurement requirements and to achieve value for money.

To develop and implement appropriate controls and systems with respect to valuation and estates management to ensure effective management of risk and financial probity. To keep accurate records and contribute to monthly management and monitoring processes.

Deal with correspondence and enquiries including Members and MPs' questions and to liaise with external bodies as required.

To liaise with Senior Officers and Members and present at Council and external meetings (eg. to residents and other stakeholders) as required.

Act as an expert witness related to estate management issues and where regulations have been breached taking any necessary action.

To ensure that corporate reporting of KPI's is carried out promptly and systematically and that positive trends are delivered.

All employees are required to;

- Participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.
- Carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.
- All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.
- Assist in carrying out the Council's environmental policy within the day to day activities of the post.
- Undertake other duties, commensurate with the grade, as may reasonably be required.
- Treat all information acquired through employment, both formally and informally, in strict confidence.

Contacts : These will include:

Internal Contacts: These include Chief Officers, Elected members, other Councillors, senior staff in other Directorates, members of the key governance boards and working groups.

External Contacts: This may include

Public Sector; Chief Executives and Chief Officers/ senior staff of local authorities and other public sector organisations (e.g. GLA), senior central government staff, MP's, Trade Union officials, members of the public, local interest groups and voluntary sector organisations, strategic partners and stakeholders, District Auditor and District Valuer.

Private Sector; Chief Executives and senior staff of private sector organisations, consultants/consultancies, Council's commercial lessees, developers, strategic partners and stakeholders, contractors and suppliers, Professional bodies.

**THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE
DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.**

Number of fully managed staff: 3

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| Title: Estates Surveyors | Grade PO5 | No of posts 2 |
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| Title: Junior Estates Surveyor | Grade PO1 | No of posts 1 |
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Number of partially managed staff:0

Plus External consultants and contractors: 1-4

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PERSON SPECIFICATION

| | | | |
|----------------------------------|----------------------------|-----------------|---------------------------------|
| Designation: | Senior Estates Surveyor | Grade: | PO7 |
| Reports to (Designation): | Estates Manager | Grade: | SGM1 |
| Directorate: | Resources and Regeneration | Section: | Regeneration & Asset Management |

S: criteria for shortlisting

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| Equal Opportunities | Commitment to implement the Council's Equal Opportunities Policies Awareness of equalities issues | S |
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| Knowledge | Excellent knowledge of best practice in aspects of valuation and estates services experience within a similarly complex, challenging environment. | S |
| | Excellent knowledge understanding of the built environment and related regulatory compliance. | S |
| | Excellent knowledge of the political interface in a local authority and the role and needs of elected members. | S |
| | Excellent knowledge of the issues facing the management of a public sector organisation | S |
| | Excellent knowledge of principles of financial management and control. | S |
| | Excellent knowledge of procurement practice | S |
| | Excellent knowledge of Health & Safety legislation | S |
| Aptitude | <p>Ability to establish effective and productive working relationships with elected Members and other key stakeholders.</p> <p>Ability to both manage and support while maintaining high levels of accountability throughout the organisation.</p> <p>Ability to understand complex policy issues and present them to a range of groups including staff, external partners, stakeholders and elected Members.</p> | |
| Skills | <p>Strong leadership skills, including the ability to both lead and support while maintaining high levels of accountability throughout the organisation.</p> <p>A confident, commercially focused, strategic thinker, able to create innovative solutions and engage with and influence others.</p> <p>High levels of political sensitivity and integrity, recognising both formal and informal political scenarios within an organisation.</p> <p>Excellent communication skills, written and verbal</p> <p>Excellent presentational skills.</p> <p>Excellent negotiations skills.</p> <p>Strong Financial Management skills</p> <p>ICT literate to a good professional level.</p> | |

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| Experience | Substantial experience of valuation and estates management experience within a similarly complex and challenging environment with experience of managing programmes of work. | S |
| | Demonstrable evidence of leading teams to deliver to specified outcomes in high pressure and 'exposed' environments, including evidence where you have contributed towards their personal and collective development. | S |
| | Substantial experience of successful budgetary management and control, both at departmental level and contributing to overall corporate effectiveness. | S |
| | Substantial experience of having delivered effective performance measures and a performance culture that achieves objectives and drives up performance standards. | S |
| General Education | Surveying or Estate Management qualification and/or Royal Institution of Chartered Surveyors. | |
| Personal Qualities | <p>A strong and highly motivated leader and team player with energy and credibility who commands the confidence of Members, senior managers, staff, business partners and stakeholders.</p> <p>Personal authority and stature to lead by example, achieve successful outcomes and able to act firmly and decisively both corporately and collaboratively.</p> <p>A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect.</p> <p>Evidence of commitment to continuing professional development.</p> | |
| Circumstances | Able to attend evening meetings and work outside normal office hours or beyond minimum hours as and when required to achieve required outcomes. | S |

DBS Disclosure Required? **No** ☒ **Basic** ☐ **Enhanced** ☐

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.