



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Commercial Property Surveyor	Grade/ Level: N	Post Number: LP3668
Directorate Resources and Growth	Job Family:	Date Updated: 10 2 23
Role reports to (Job Title): Senior Commercial Property Surveyor *Please <u>attach</u> an organisation chart showing where this job reports within the structure.		
Job Purpose: To provide a comprehensive property service to the Council covering the management of the Council's commercial property portfolio as well as the acquisition and disposal of land and buildings.		
Key Accountabilities: <ol style="list-style-type: none">1. Provide professional advice, input and management of a commercial portfolio consisting of retail, commercial and industrial property and the preparation of annual service charge schedules.2. Undertake valuations in accordance with the Statutory Code and CIPFA and RICS Practice Statements and Guidance Notes and in compliance with the Council's standing orders, financial regulations, codes and practices as well as the Directorates office procedures.3. Assess and undertake the leasing and renewal of leases of primarily retail, commercial, industrial and non-operational property.4. Undertake valuations for rent review. Analyse market evidence, initiate, negotiate and implement rent reviews in order to maximise the Council's rental income. Prepare and represent the Council in cases for third party determination by an Independent Expert or Arbitrator primarily in respect of rent reviews and lease renewals. Where required represent the Council acting as a professional Expert Witness in court cases.5. Provide development advice and guidance primarily through multi-disciplinary working parties for residential, retail, commercial and industrial schemes, to further the objectives of the Property Services business plan, asset management plan and capital programme.6. Maximise opportunities to improve the effectiveness and efficiency of the Council's property portfolio including negotiating the disposal of land/property interests (both long leasehold and freehold) for development purposes by tender and private treaty.7. Inspect properties and prepare valuations of the Council's commercial assets within a given portfolio, to determine their Asset Value.8. Support other Property Services team officers with the day to day management of telecommunications tenants including access and lease renewals.		

9. Negotiate easements, way leaves and rights of way in, on and over Council land and property.
10. Support the management of the Council's operational portfolio to include the granting of Leases to third parties and providing advice to clients on the best use of assets.
11. Preparation of reports and briefing notes in connection with assigned cases. Where necessary attend Council and Public meetings representing the Council's Head of Property Assets.
12. In accordance with the provisions of the Health and Safety at Work etc Act take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council so far as is necessary to enable the Council to perform or comply with its duties under any statutory health and safety provisions.
13. Carry out such other duties as directed by the Head of Property Assets appropriate to the grading level of the post.

Supplementary Accountabilities:

1. Provide support towards the leasing and renewal of leases and professional input to the management of Council owned community centres.

Job Scope: No & type of jobs Managed:

None

Typical tasks supervised/allocated to others:
Inspection of vacant units

Job Scope:

Budget:

Contribute towards the management of Service Charge budgets for a number of industrial estates and shopping parades with a monetary value totalling several thousand pounds.

The Post holder will be responsible for the successful conduct of individual rental transactions involving several thousands of pounds and involvement in the disposals with a value of several hundreds of thousands of pounds.

Assets:

Direct management of part of the Council's property portfolio which has a total value of £1 billion pounds, approximately, and a rental income of around £8.5million pounds per annum.

Knowledge & Experience:

- Educated to degree level or equivalent
- Membership of the Royal Institution of Chartered Surveyors (General Practice), with post qualification experience or with equivalent work experience in undertaking asset valuations, acquisition, management and disposal casework.
- Relevant experience in a professional property office handling an extensive and varied portfolio including undertaking acquisition, management and disposal casework.
- Computer literate with preferred experience of IT systems, Task, Open Housing, Excel and Word and preferred GIS databases.
- Ability to accurately record and retrieve data on a PC
- Experience of dealing with commercial and residential development preferred.
- Requirement to drive and possession of a full current driving licence, in order to carry out site visits and meetings or ability to travel around the Borough in a timely manner.
- Good communication skills.
- Ability to work to achieve challenging and time driven outputs.

Decision Making:

- Represent the Council in the acquisition, letting, management and disposal by sale and lease of all types of property. Determine and recommend course of action, and see through to completion.
- The post holder will exercise delegated authority in negotiations in order to secure the most advantageous terms for the Council.
- Assess and implement rent reviews. Ensures Council receives best rental income/growth for the letting. Has a direct Impact on Council's immediate and long term income stream.
- Lease renewals – consider the range of options and thereafter determine lease terms to achieve the best terms and protect the Council's interests at all times. (Essential where regeneration proposals are involved as redevelopment could be delayed or restricted substantially if vacant possession of properties cannot be obtained).
- Adapt and provide solutions when transactions do not exactly fit the model and to ensure procedures will comply with auditing by external bodies.
- Recommendations in Cabinet reports and Cabinet Member Decision and Briefing Notes on the use, acquisition and disposal of land and buildings. (This involves long term decisions on properties the Council is driving to regenerate or no longer has a strategic need to retain).
- Day to day decisions on the running of the operational and investment estate.

Contacts and Relationships:

- Writing letters, both in standard form and individually tailored, to members of the public, Council officers and Members, and to other professionals (e.g. surveyors, solicitors, architects).
- To ensure that effective working relationships are established and maintained with such contacts.
- Prepare Cabinet Member Briefing Notes and Cabinet Member Decision Notes.
- Preparation of capital, rental and development estimates and feasibility studies.
- Negotiating and advising orally and in writing on property matters including rents, renewal and grant of new leases, disposals, development schemes and property management issues
- Prepare and present the Council's case for determination by arbitration or expert or the Courts in the event of dispute on property related negotiations.
- Contact at meetings, by telephone and in writing with:

- Members of Parliament (case by case)
- Elected Members (weekly)
- Directors (case by case)
- Officers (daily)
- External customers and stakeholders (daily)
- Members of the public (daily)
- Commercial tenants (daily)
- Developers (case by case)
- Professional advisors to external customers, tenants, stakeholders, developers (e.g. surveyors, solicitors, architects to Partner level) (daily)
- Marketing agents (case by case)
- Ombudsman (case by case)
- District Valuer (case by case)
- Freedom of Information requests (case by case)
- Internal and External Auditors (case by case)

Creativity & Innovation:

- Identify and recommend options and carry out appraisals and feasibility studies to maximise the effectiveness and efficiency of the Council's property portfolio.
- Capable of working on own initiative and have proven ability to conduct valuation and property management tasks.
- Adapt and provide solutions when transactions are not standard and to ensure procedures will comply with auditing by external bodies.

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Health and Safety:

In accordance with the provisions of the Health and Safety at Work Acts 1974 to take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy

Data Protection:

In accordance with the provisions of the Data Protection Acts, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the postholder.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: