



Swindon

## Role Profile

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| <b>Job Title:</b><br>Senior Commercial Property Surveyor | <b>Grade/ Level:</b><br>Q                        | <b>Post Number:</b><br>LP8009       |
| <b>Directorate:</b><br>Finance and Assets                | <b>Job Family:</b><br>Land & Property Management | <b>Date Prepared:</b><br>10.02.2023 |

**Role reports to (Job Title):**  
Head of Property Management

**Job Purpose:**  
To provide a comprehensive property service to the Council covering the management of the Council's commercial property portfolio and the disposal of land and buildings.

### Key Accountabilities:

1. Provide Professional advice, input and management of retail, commercial and industrial property and in particular the sale of surplus development land.
2. Manage staff working to the postholder through procedural control including key result areas and development and staff appraisal techniques. Allocate cases, and give guidance, supervise, direct as well as ensure completion of assigned cases. Assess/identify, monitor and supervise the professional training needs of the staff working to the postholder.
3. Ensure that valuation work undertaken by staff working to the postholder is in accordance with the Statutory Code and CIPFA and RICS Practice Statements and Guidance Notes and is in compliance with the Council's standing orders, financial regulations, codes and practices.
4. Assess and undertake the leasing and renewal of leases of primarily retail, commercial, and industrial property.
5. 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.
6. Provide strategic development advice and guidance primarily through multi-disciplinary working parties for residential, retail, commercial and industrial schemes, to further the objectives of the Property Assets business plans..
7. Assess the value of the Council's commercial assets within a given portfolio, to determine their Asset Value.
8. 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, including where appropriate detailed joint venture initiatives with the private sector.
9. Preparation of development briefs, interviewing/selection of developers for disposal of land and property and preparation of capital, rental and development estimates and feasibility studies.
10. Acquisition of primarily urban property under compulsory purchase powers and by agreement, including (where necessary) preparation and presentation of the Council's case in the event of dispute for determination by the Lands Tribunal.
11. Negotiate easements, way leaves and rights of way over Council land and property.
12. Preparation of Cabinet and other reports and briefing notes in connection with assigned

cases. Where necessary attend Cabinet, Council and Public meetings representing the Council's Head of Property Assets.

13. 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.

14. Carry out such other duties as directed by the Head of Property Assets appropriate to the grading level of the post.

**Supplementary Accountabilities:**

1. Responsible for compiling and collating comparable evidence, and updating and maintaining the Council's Commercial property database.

Job Scope: No & type of jobs Managed: Up to Two: Property Management Officer  
Property Inspector (on a caseload basis)

Typical tasks supervised/allocated to others:

- Disposal of land/property for development purposes by tender and private treaty.
- Management of the Council commercial property portfolio.
- Leasing and renewal of leases of primarily retail, commercial and industrial property.
- Negotiating easements, wayleaves and rights of way over Council land and property.
- Valuation of property for asset valuation purposes.
- Collecting and compiling comparable evidence for the Council's industrial database.
- Give guidance, supervise, direct and ensure completion of assigned cases.

Job Scope:

Budget: Yes

Responsible for 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 can be responsible for the successful conduct of individual transactions involving several million pounds.

Assets:

Direct management of part of the Council's property portfolio which has a total approximate value of £1 billion pounds and a rental income of around £10 million pounds.

**Knowledge & Experience:**

- Educated to degree level or equivalent
- Membership of the Royal Institution of Chartered Surveyors (General Practice) with experience including undertaking asset valuations, acquisition, management and disposal casework.
- Computer literate with experience in using GIS databases and with an interest in the development and maintenance of a computerised property management package.
- Experience of dealing with commercial and residential development.
- Requirement to drive and possession of a full current driving licence, in order to carry out site visits and attend meetings.
- Excellent communication skills.
- Work within office environment and on site to include supervision, lone working and occasional work and attendance of meetings outside normal office hours.
- Ability to work to achieve challenging and time driven outputs.

### **Decision Making:**

- To represent the Council in acquisition, letting, management and disposal by sale and lease of all types of property. Determine and recommend course of action, authorise and oversee actions to completion.
- The post holder will exercise substantial delegated authority in complex negotiations in order to secure the most advantageous terms for the Council.
- Allocation of cases to team members.
- Approval of valuations of team members on a case by case basis.
- Assess and implement rent reviews. Ensures Council receives maximum rental income/growth. Has a direct Impact on Council's immediate and long-term income stream.
- Lease renewals – Review and 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).
- 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 and present reports for Cabinet; Cabinet Member Briefing Notes and Cabinet Member Decision Notes.
- Preparation of development scheme briefs, interviewing/selection of developers for disposal of land and property and 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 (to Managing Director level) (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)
- 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.
- Establish and prepare development scheme briefs to deliver development requirements reflecting corporate objectives and viability.
- Capable of working on own initiative and have proven ability to conduct valuation and property management tasks with little direct supervision.
- Adapt and provide solutions when transactions do not exactly fit model and to ensure procedures will comply with auditing by external bodies.

**Job Specific Competencies:**

In accordance with the provisions of the Data Protection Act 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.

**Employee Signature:**

Print Name:

Date

**Line Manager’s Signature**

Print Name:

Date: