

## ROLE PROFILE

### Property Assets - Graduate Property Management Surveyor

*Inclusive Economy & Sustainability*



**SWINDON**  
BOROUGH COUNCIL



<b>Role Profile:</b>	Graduate Property Management Surveyor		
<b>Career Family:</b>	Inclusive Growth	<b>Date:</b>	January 2025
<b>Career Family Level:</b>	7	<b>Reference:</b>	SBC_12289
<b>Salary:</b>			
<b>Reports to (Job Title):</b>	Portfolio Manager – Corporate Estate		
<b>Structure chart attached:</b>	Yes		

### **Job Purpose:**

To assist with the property and estate management of the Council's property assets with an emphasis on supporting the Corporate Estate portfolio, whilst also providing a comprehensive support service to the Property Assets team.

To assist with how the Council best utilises and manage its land and property assets to meet the needs of our residents, generate increased commercial returns and help with our growth and place shaping aspirations.

On a day-to-day basis you will work to support property assets colleagues to undertake a range of estate and asset management functions including landlord and tenant estate matters, licence agreements, arrange and undertake inspection, review lease repair covenants and completing valuations.

You will be pragmatic, be commercially aware, innovative and be adept at solving problems.

### **Key responsibilities and accountabilities:**

- Assist with the day to day estate management of the retail, commercial and industrial property portfolio
- Undertake the inspection of vacant properties to ensure site security complies with the Council's insurance policy requirements.
- Assist with the transfer of properties from one tenant to another and ensuring notification of necessary information is provided to relevant departments
- Assisting with the completion of small land sales and access/compound/garden licence agreements
- Showing potential purchasers/tenants around premises to be disposed of by sale or lease
- Assisting with plan preparation, property measurement and marketing of the Council's commercial properties
- Prepare service charge budgets for commercial properties and undertake annual reconciliation of charges and responding to queries from the Councils commercial tenants
- Assist with the negotiation of easements, way leaves and rights of way over Council land and property.

- Administering landlord meter readings for electricity, gas & water for commercial and agricultural properties. Providing instructions for utility services to be connected/disconnected where required
- Arranging for repair and maintenance to be undertaken in accordance with instructions provided by the Property Assets team officers and ensuring they are undertaken and recharged appropriately to the correct budget cost centres.
- Following up compliance checks on properties held with the property portfolio and securing relevant reports as requires by the Property Assets team officers
- Review and arrange access requests for telecommunication tenants
- In accordance with the provisions of the Health and Safety at Work Act etc, take reasonable care for the health and safety of themselves 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
- Assist with the review and interpretation of terms and conditions of land ownership and lease records both original and electronically held records within the Councils Geographical Information System (GIS) as required for the management of the property portfolio.
- Contribute and assist with the leasing and renewal of leases and negotiating rent reviews of retail, commercial, industrial property.
- Contribute to the annual valuation programme, supporting its compliance with CIPFA and RICS statements of practice and guidance notes and is in compliance with the Council's standing orders, financial regulations, codes and practices.
- Undertake joint inspections of properties and prepare valuations of the Council's commercial assets within a given portfolio, to determine their Asset Value.
- With support, negotiate easements, way leaves and rights of way in, on and over Council land and property.
- Instruct the Council's Legal Advisors in relation to new, existing or varied leases, agreements, notices, terminations and other tenancy management matters and liaise closely in agreeing and processing any of these.
- Maintain effective communications with members of the public, tenants, staff, elected members and external organisations
- Carry out such other duties as directed by the Portfolio Manager appropriate to the grading level of the post

#### **Supplementary Accountabilities:**

- Support your portfolio lead deliver the wider Swindon Borough Council 'Estates & Assets' Transformation priorities through providing property related assistance as required to multi-disciplinary teams to deliver economic resilience and inclusive growth for the Borough.
- Support and assist with the negotiation and conclusion of any other type of property transaction on any of the Councils property portfolio

#### **Professional**

- Degree or equivalent relevant experience in estate management
- DESIRABLE – post-degree ongoing professional development towards membership of the Royal Institution of Chartered Surveyors (General Practice)

#### **Decision making:**

- Support and help to improve where possible all work undertaken within the Property Assets team

- Assist in the implementation of open market rent reviews. Ensures Council receives maximum rental income/growth. Lease renewals – consider the range of options and assist with agreement of new lease terms to achieve the best terms and protect the Council's interests at all times.
- Interpreting tenancy agreements to ascertain responsibility for repair obligations and where necessary providing instructions for repair and maintenance of parts of the property portfolio
- Assist with the day to day decisions on the running of the operational and investment property portfolio
- Deal with licences, wayleaves, and other property related matters seeking support where needed.
- Support the 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 that the Council is or no longer has a strategic need to retain)
- Support with the assessment of the appropriate rental or capital value for the purpose of marketing Council properties and asset valuations
- Inspect Council owned properties for a variety of purposes including checking tenants are complying with their lease obligations, whether any repairs or maintenance is required, and monitoring compliance activity for corporate assets

### **Knowledge and Experience**

- Demonstrate an understanding of the basic principles of estate/property management with emphasis on agreements for use of property and property contract related issues
- Ability to determine priorities from conflicting demands
- Ability to establish and maintain good working relationships with a range of staff
- A strong customer services focus
- Excellent communication skills
- Computer literate
- Ability to produce and present concise and accurate reports.
- Self-motivated and pro-active approach and good communication and inter-personal skills.
- Requirement to drive and possession of a full current driving licence, in order to carry out site visits.
- Ability to work to achieve challenging and time driven outputs

### **Creativity and innovation**

- Constantly reviews ways of working and identifies opportunities to improve the quality of work of the service
- Capable of receiving instructions and acting upon those using own initiative where necessary
- Assisting with the interpretation of legal agreements and relaying this to other Council officers and where instructed to do so to other third parties

### **Values and Behaviours:**

Our organisational values express what is important to us, our ethics, ideals and the principles upon which we place significant worth. These values drive our choices, decisions and behaviours:

**At Swindon we do what really matters;** We love 'our' Swindon. We want the best for it. We turn up each and every day to have impact, a place and people to be proud of.

**At Swindon we do things right;** We are accountable to our residents and ourselves to make the best decisions we can, to try new things to make Swindon thrive now and in the future.

**At Swindon we make it happen together;** We work together, with our communities, across the Council and with our partners to get the best we can collectively for Swindon.

Working in accordance to our values we aim to achieve excellence in our behaviours – to get the best for Swindon Borough and us. Our behaviour framework builds on our values and provides examples for each of us of what this means in practice.

#### **Delivering Performance and Results**

- Being determined to achieve our outcomes by committing to the highest standards of individual and collective performance.
- Holding purposeful conversations which challenge, recognise contribution, giving and receiving relevant feedback.
- Being responsible for delivering my results. Results that contribute to the wider outcomes for Swindon Borough

#### **Collaborating and Innovating**

- Taking a Swindon wide view. Understanding the impact of the political landscape for our organisation.
- Looking for appropriate opportunities to work internally and externally in partnership to find new and sustainable ways to do things.
- Being bold, willing to learn in order to meet the needs of our residents.
- Being proactive and accountable – making a difference.

#### **Leading Self and Others**

- Acting in a fair, ethical and authentic way, demonstrating mutual respect and treating one another as professionals.
- Fostering trust, developing ability and accountability.
- Developing the conditions for ourselves and others to thrive to create a one team spirit that we are proud of.

<p><b><u>Context and Dimensions: Job Scope</u></b></p> <p><b>Number and types of jobs managed</b> None</p> <p><b>Typical tasks supervised/allocated to others</b> Will contribute to a portfolio area with the responsibility for the successful conduct of individual land transactions with a value of several millions of pounds. Asset Management of part of the Council's property portfolio which has a total approximate value of £1.3 billion.</p>	<p><b>Budget Holder:</b></p> <p><b>Responsibility:</b></p> <p>None</p> <p>Will contribute to the relevant portfolio area budget including accurate forecasting and control of capital and revenue budget lines for individual rental transactions involving several thousands of pounds and involvement in the disposals with a value of several hundreds of thousands of pounds.</p>
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#### **Other Key Features of the role**

It should be noted that the duties and tasks associate with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out other such appropriate duties as may be required within the grading level of the job.