



Role Profile

Property Management Surveyor
Inclusive Economy & Sustainability



Sw11nnon
BOROUGH council

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| Role Profile: Property Management Surveyor | Role Profile Number: SBC_12299 |
| Grade: CFL 8 | Salary: |
| Directorate/Group: Inclusive Growth | Reporting to: Portfolio Manager |
| Date Prepared: March 2025 | Structure Chart attached: Yes |

Job Purpose

To provide professional advice and input into estate management services of one of the Councils key property portfolios:

- Corporate Estate
- Commercial Assets
- Land & Miscellaneous Holdings

You will support Swindon Borough Council best utilise 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 effectively manage the Council's tenanted land and property assets, undertake lettings and ensure tenant's compliance with repairing and other covenants. You will also deliver sound and justified recommendations, information and advice on the management and performance of the Council's assets within your portfolio including developing sustainable management strategies for each asset to maximize benefit to Swindon Borough Council.

You will be pragmatic, have a strong commercial acumen, innovative and be adept at solving problems and proficient in seeking out and unlocking opportunities which drive revenue.

To support the Head of Corporate Assets and key development partners to stimulate inward investment into the Swindon economy and actively support the delivery of the council's wider inclusive economy & sustainability priorities.

Key Accountabilities

- Work to maximise opportunities to improve the effectiveness and efficiency of the Council's asset 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
- Assess and undertake the leasing and renewal of leases and negotiating rent reviews of retail, commercial, industrial property and land including (where necessary) preparation and

presentation of business cases and preparing the Council's case in the event of dispute for determination by arbitration or expert or the Courts.

- Contribute to the annual valuation programme of c£1.3b ensuring that all valuation work is in accordance with the Statutory Code and CIPFA and RICS statements of practice and guidance notes and is in compliance with the Council's standing orders, financial regulations, codes and practices.
- Inspect properties and prepare valuations of the Council's commercial assets within a given portfolio, to determine their Asset Value.
- Negotiate easements, way leaves and rights of way in, on and over Council land and property.
- 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.
- Engage in and support directions on the disposal of long leasehold or freehold interests in sites for industrial / commercial development by tender and private treaty, including where appropriate detailed joint venture initiatives with the private sector.
- To support your portfolio lead deliver the wider Swindon Borough Council 'Estates & Assets' Transformation priorities through providing property related support and advice as required to multi-disciplinary teams to deliver economic resilience and inclusive growth for the Borough.
- Where required, to support the wider growth agenda and ensure you have regard to neighbouring growth or changes of use that impact on or affect the Council's land and property.
- Carry out such other duties as directed by the Head of Corporate Assets appropriate to the grading level of the post.

Main Activity Focus:

| Corporate Estate | Commercial Assets | Land & Miscellaneous Holdings |
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| <ul style="list-style-type: none"> • 50 Council occupied buildings and sites delivering direct Council services • Key support for all property related aspects of Council directorates including supporting the preparation of business cases and options appraisals with service areas looking at the best use of assets • Oversight of Plans and Outputs of Service Use • Reviewing and challenging as required business rate assessments • Key support for NEW target Operating Model | <ul style="list-style-type: none"> • 300 commercially leased sites and properties • Management of Rent Income (annual target for 2025-26 = £7.5m) • Responsibility for budget management and monitoring • Landlord and Tenant estate management • Lease Renewals • Rent reviews • Valuations including annual asset revaluation programme • Marketing & Re-Letting • Management of Farm Estate • Investment Plan linked to Transformation Plans and Medium Term Financial | <ul style="list-style-type: none"> • Regeneration assets • Assets held (not in corporate or commercial portfolio) • Residential Garage sites (circa 500 blocks) • Miscellaneous Land Holdings • Key support for land pipeline for Swindon Housing Development Company • Development of assets for the Commercial Asset portfolios. • Disposal of vacated operational assets to maximise the commercial value • Client function for Repairs & Maintenance |

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| <ul style="list-style-type: none"> • Facilities Management • 150 Community Buildings management and leasing • Client Function for Building Compliance • Client function for Repairs & Maintenance | <ul style="list-style-type: none"> • Strategy (Acquisitions and Disposals) • Client function for Repairs & Maintenance | |
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Supplementary Accountabilities

- Assess and undertake the leasing and renewal of leases of commercial, industrial and operational property ensuring that the rental targets are achieved for these, undertake annual asset valuations related to these activities.
- 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
- Manage the Council's assets of community value lists including ensuring that actions required to administer this are undertaken in accordance with statutory requirements.
- Maintain effective communications with members of the public, tenants, staff, elected members and external organisations
- Work co-operatively and in collaboration with other statutory and non-statutory agencies at all levels in their organisations
- Instruct the Council's Legal Services 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.
- Attend meetings, attending evening meetings outside normal working hours
- Keep aware of and advise as required on all relevant Council and Government policy, legislation and Best Practice commensurate with group/service objectives
- Negotiation and conclusion of any other type of property transaction on any of the Councils property portfolio including the operational estate

Knowledge & Experience

Candidates must have knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Demonstrable relevant experience in estate/property management with emphasis on agreements for use of property and property contract related issues
- Experience of working in a complex, multi-disciplinary organisation to achieve challenging and time driven outputs
- Experience of delivering effectively and efficiently a major capital programme
- Ability to determine priorities from conflicting demands and be comfortable handling uncertain or conflicting situations
- Ability to produce and present concise and accurate reports
- Self-motivated and pro-active approach and good communication, well developed inter-personal and people management skills and abilities
- An ability to consider options and issues and identify and implement appropriate solutions to a range of problems
- Ability to establish and maintain good working relationships with a range of staff
- Has proven results obtained through team work and individual effort

- A strong customer services focus
- Excellent communication skills
- Ability to analyse and utilise information strategically to support corporate objectives.
- Ability to identify options and solutions and adopt a methodical approach to produce and deliver outputs and outcomes.
- Computer literate with knowledge of GIS packages.
- Ability to produce and present concise and accurate reports.
- Self-motivated and pro-active approach and good communication and inter-personal skills.
- Ability to consider options and issues and identify and implement appropriate solutions to a range of problems.

Qualifications

- Membership desired or ongoing professional development towards membership of the Royal Institution of Chartered Surveyors (General Practice)
- Degree or equivalent relevant experience in estate management
- PRINCE2 practitioner or knowledge of project management techniques within a similar environment

Decision Making

- The postholder must take effective decisions quickly and act on their own initiative in order to resolve problems. Effective delegation across the team will be essential to empowering the team and accelerating delivery outcomes.
- The postholder must be able to quickly get to the heart of issues and accurately assess and manage risk
- The postholder must show creativity in using intellectual capital and resources to deliver cost effective services
- The postholder must ensure decisions taken are based on clearly defined needs of the council (and our wider community) ensuring both short, mid and long term requirements are planned for.
- 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 often with an impact of over 40 years).
- Leading project boards and teams involving elected members and officers to provide property advice for corporate and regeneration projects.
- Representing 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.
- 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).
- Assess and implement rent reviews to ensure the Council receives maximum rental income/growth (has a direct impact on Council's immediate and longer-term income stream, often for 25 years with occasionally longer-term impact)

- The post holder will exercise substantial delegated authority in complex negotiations in order to secure the most advantageous terms for the Council.
- Long term decisions involving capital sums for building or altering property (with an impact for the residual life of the building, often 70 years+)
- Long term decisions concerning the provision and use of property involving multi million pounds and impacting over the life of the property (70+ years)
- Giving guidance and direction to team members, allocation of cases and setting negotiating parameters on a case by case basis
- Approval of valuations
- Day to day decisions on the running of the operational and investment estate

Creativity and Innovation

- Constantly reviews ways of working and identifies opportunities to improve the quality of work of the service
- Identifies creative solutions to Council-wide issues and takes action to implement them
- Shows creativity in using resources and prioritising portfolio outcomes to deliver cost effective services, engaging external experts where relevant, and looking beyond the boundary of current service delivery
- Continually identifying, evaluating and implementing innovative new areas of partnership working where it is beneficial to Swindon

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| <p><u>Job Scope</u></p> <p>Number and types of jobs managed None</p> <p>Typical tasks supervised/allocated to others Will contribute to a portfolio area with the responsibility for the successful conduct of individual land transactions with an asset value of several millions of pounds. Asset Management of part of the Council's property portfolio which has a total approximate value of £1 billion pounds.</p> | <p>Budget Holder:</p> <p>Responsibility:</p> <p>Asset Responsibility:</p> | <p>No – 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> <p>Various operational assets and equipment</p> |
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Contacts and Relationships

The Postholder will work in a collaborative manner with Members, Corporate Boards, other directorates, external and internal stakeholders, community members and other bodies that interact with this role to deliver solutions led positive outcomes.

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

Other key requirements of the role

The post holder is jointly accountable with the corporate management team and all senior management for the delivery of the outcomes within the Swindon Plan and will contributr relevant elements of it and champion it overall. Further, the post holder will also empower and enable staff within the service area (and cross council through matrix management) to deliver projects to support the delivery of outcomes within the Swindon Plan. The post holder will:

- be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to ensure appropriate representation of the council with residents, the Leader and Cabinet and all elected Members and external bodies.
- Team player capable of influencing and working within cross-functional teams at all levels
- Ability to make site visits throughout the Borough and attend meetings outside the Borough

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| Employee Name: Enter name here | Employee Signature: |
| Date: Enter date here | <i>Sign here</i> |
| Line Manager: Corporate Director of Inclusive Economy & Sustainability | Line Manager Signature: |
| Date: Enter date here | |

