

JOB DESCRIPTION

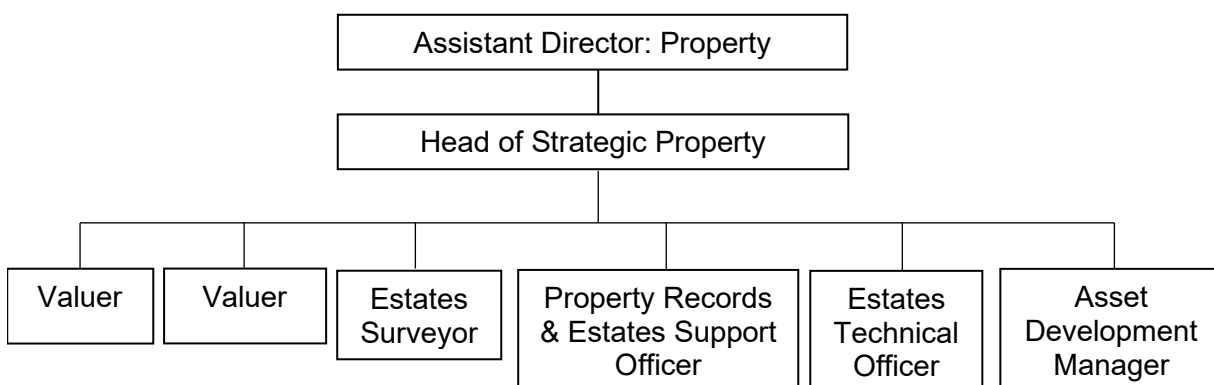
Job Title:	General Practice Chartered Surveyor (Valuer)		
Directorate:	Place	Salary:	£45,441 - £50,512 plus £689 London weighting
Section:	Estates & Valuation Services	Grade:	BG-E, SCP37 - 42
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

To work as part of a team providing a professional valuation and estates service to the Council including

- Management of portfolio of over 200 commercial properties
- Management of the councils corporate and operational estate

Designation of post and position within departmental structure



This post is in the Estates and Valuation team within Property Services and will report to the Head of Strategic Property.

Property Services is part of the Place Directorate which also includes Planning, Building Control, Economic Development, Natural Estates and Public Health

Daily and monthly responsibilities

1. The postholder will carry out all aspects of the professional work of the section, including:
 - Commercial property valuation and management, including new lettings, rent reviews, marketing, lease renewals, assignments, debt management, service charge management, repairs, dilapidations etc.
 - Management and inspection of vacant property.
 - Negotiation of terms for easements, wayleaves, licences etc., in respect of Council land.
 - Acquisitions and disposals of land and buildings.
 - Providing instructions to and liaising with contractors and consultants appointed to assist the Council in the running of the estate.
 - Asset valuations, insurance valuations, valuations for compulsory purchase and planning compensation.
 - Provision of strategic advice to other Departments on property issues.
 - Valuations of residential property, including, freehold reversions and purchase of additional equity shares.
 - Management of flats over shops and service charges.
2. To assist with property reviews and the preparation of the corporate asset management plan and property strategies for the operational estate.
3. To undertake any other tasks related to the responsibilities of the section within the post-holders' qualifications and experience as defined and agreed by the Head of Strategic Property.

Scope of role

- Accountable to Strategic Head of Property.
- Management of a diverse portfolio of properties
 - Managing the portfolio to maximise rental income in order to contribute to the running costs of the council.
 - The portfolio is an important part of Bracknell's small business economy providing the community with premises that support jobs and services.
- Instructing and supervising consultants providing valuation and estates advice.
- Managing debt on income from the commercial portfolio.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Member of the RICS.</p> <p>Evidence of continuing professional development.</p> <p>3 years post qualification experience in commercial property.</p>	Registered Valuer
Competence Summary (Knowledge, abilities, skills, experience)	<p>Good knowledge of valuation methods and techniques.</p> <p>Good knowledge of law relating to estate management.</p> <p>Experience in commercial property management, particularly rent reviews and lease renewals.</p> <p>Experience in acquisitions and disposals.</p> <p>Sound and logical thinker</p> <p>A strong team player but able to work autonomously</p> <p>Excellent communication skills with the ability to build up a rapport with tenants and other professionals.</p> <p>Skilled in concise and clear report writing.</p> <p>Good IT skills.</p>	Local Government experience.
Work-related Personal Requirements	The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.	
Other Work Requirements	Experience of dealing with the public with the ability to converse easily with members of the public and respond effectively to questions in spoken English.	

Role models and demonstrates the Council's values and behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

