

Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

Job title:	Valuer & Estates Surveyor	Location:	Cirencester/Witney or Coleford Offices/ working from home
Job group:	Specialist - Level 3	Peer group no:	PG-G6
Reports to:	Assets Manager	Working hours:	TBC (full time and part time available)
Business World Post number:	8800920	Line management responsibility:	No
		Direct Reports:	NA
FTE Salary pro rata:	£40,062 - £43,352 per annum/pro rata	Contract type:	Permanent
		Further detail:	NA
Main purpose of this specific role:	<p>The purpose of this role is to:</p> <ul style="list-style-type: none"> • Be a trusted professional in providing valuations, guidance and recommendations as necessary for the proactive management of the Councils land and property portfolios and associated transactions. • Provide all valuation requirements including annual capital and insurance valuations, valuations for rental purposes including rent reviews, lease renewals and surrenders together with valuations for property option appraisals and development proposals. • To provide an estates management function for investment properties, residential through to small parcels of land with the ability to manage complex transactions and negotiations in the overall day to day and strategic estates management, co- 		

	<p>ordination and administration of the land and property portfolios and associated transactions.</p> <ul style="list-style-type: none"> • Contribute to the shaping of property related policies and use and work in accordance with the Council’s policies, aims and objectives including the Council’s Land & Property Asset Management Plan. • The post will carry out work for Cotswold, West Oxfordshire, Forest of Dean District Councils and other partners as necessary.
<p>Key responsibilities:</p>	<ol style="list-style-type: none"> 1. To undertake all valuations (including measurement) in accordance with RICS requirements. 2. To provide a full day to day estate function for all internal and external occupiers of the Council’s property. To include agree/negotiate Heads of Terms for all new lease and licence transactions and subsequent lease & licence renewals and rent reviews, resale covenants and restrictions, tenant liaison, monitor tenant obligations and report/ progress appropriate action, prepare and sign off service charges and sinking funds, marketing, property and boundary inspections. 3. To tender, appoint and manage agents, valuers, surveyors, and other consultants as necessary and to instruct the Council’s or external Legal officers. 4. To prepare reports with recommendations on property appraisals for options on future use. 5. Preparation of reports and attendance at meetings as necessary for decision making on property transactions including Cabinet and Council in line with all relevant legislation and policies. 6. Make recommendations related to the area of specialism to ensure the effectiveness and efficiency of the Councils land and property portfolio 7. Develop and build relationships with stakeholders, influence others and collaborate with other functions and external bodies, ensuring communication and liaison with all necessary parties through to completion of transactions/ reports. 8. Implement and maintain an understanding of appropriate legislation, policy, procedure, business requirements and guidelines affecting the

	<p>publicsector, property markets and other areas required to carry out the duties</p> <p>9. Find solutions to non-routine and often complex situations</p> <p>10. Plan and monitor own workload, inputting and influencing other functions to meet deadlines</p> <p>11. Mentor and train colleagues</p> <p>12. Carry out duties with discretion, integrity and maintain confidentiality</p> <p>13. Input into and support improving the key performance indicators</p> <p>14. Undertake any other duties as reasonably required to do so</p> <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</p>
<p>General Accountabilities</p>	<ul style="list-style-type: none"> • Working to add value, be a valued member of the team, and be valued by customers • The post holder is responsible to maintain a safe working environment • Work in compliance with the Codes of Conduct, Regulations and policies of Publica and the Councils or other partners • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information; • To support the response to a major incident, including taking up a designated role within the emergency management framework
<p>Essential qualifications/skills/ experience specific to this role:</p>	<ul style="list-style-type: none"> • Educated to Degree level in a relevant subject • Member of Royal Institute of Chartered Surveyors • RICS Registered Valuer • Minimum 3 years' post qualification (Registered Valuer) in a similar related role in order to demonstrate the skills and abilities for the post • In depth knowledge and understanding of the issues and legislation affecting estates and property issues

	<ul style="list-style-type: none"> • Ability to resolve complex issues and complaints by negotiation • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to inspire and successfully motivate others towards shared objectives • Is customer focussed, responsive, and co-operative with customers • Ensure all relevant customer and company information is captured and recorded accurately and deliver commitments and take ownership of own caseload • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines being proactive and self-motivated • Ability to show judgement, tact discretion and initiative and flexibility • Experience/ability to work as part of a team • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft, Google and GIS systems • Ability to maintain confidentiality will all aspects of the position and in accordance with Data Protection
Desirable requirements qualifications, skills and abilities:	<ul style="list-style-type: none"> • Proven track record of working in a public sector or similar environment
Special Conditions:	<ul style="list-style-type: none"> • There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business • You will be expected to work reasonable additional hours in line with the needs of the service • Ability to travel
Date reviewed:	01/04/2020
Reviewed by:	Christine Cushway
Manager job title:	Business Manager Assets
Date of issue:	08/09/2021