

Estates Surveyor				Purpose			
Reference No.	KKK774	Type	Permanent	<p>To deliver an effective estate surveying service by playing a lead role in the provision of an efficient property estate management service of both leased land and buildings and council operational assets.</p> <p>To be responsible for the execution and control of all aspects of allocated work, from inception to completion.</p> <p>The role will encompass all aspects of commercial property management including rent reviews, lease renewals and lettings, property acquisitions and disposals, together with undertaking valuations and any other general practice estates surveying work.</p>			
Service	E& E - ATE, Property (Estates)						
Job Family	Professional	Grade	FC9				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
<p>On a day to day basis property management will account for the majority of tasks which will include, but not be limited to undertaking the following estates activities;</p> <p>Rent reviews, new lettings and lease renewals. Liaison with tenants on lease obligations, dilapidations, repairs etc.</p>				<p>Educated to a minimum of SCQF level 9 with Degree in commercial estate management or other similar property related qualification</p> <p>Evidence of continuing professional development</p>		✓	
<p>Property valuations - for purchase, sales and leases etc.</p> <p>Sale and acquisitions – liaison with marketing agents, negotiate where appropriate and process the transaction including instructing Legal Services.</p>				<p>Minimum of 5 years work experience within professional local government estates or private commercial surveying office environment</p> <p>Awareness of current property market/ issues</p>		✓	✓

E = Essential Criteria D = Desirable Criteria

Role Profile

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<p>Engagement with community organisations, sports clubs and similar non-commercial entities on property matters including disposal via CAT.</p> <p>Inspections - Carry out inspections and measurements of properties and sites for a variety of purposes throughout Fife at short notice.</p> <p>Monitor all relevant financial aspects arising from property transactions including appropriate VAT categorisation for rental and other income</p> <p>Maintain the Asset Management Information System (the database which records Council ownership) – includes recording, checking and updating the records held on the system.</p> <p>General property enquiries – both from the public and Council colleagues.</p> <p>Preparation of Committee reports and briefing notes in respect of the property activities undertaken</p> <p>Proactivity contribute and support Service efficiency improvements and the development of relevant policies, procedures and strategies</p> <p>Evaluate existing property management processes and identify solutions and areas for improvement</p> <p>In the absence of the Service Manager supervise, and support junior and technical staff</p> <p>Demonstrate positive behaviours and professionalism.</p>	<p>Full membership of RICS or equivalent professional body</p> <p>Minimum of 5 years experience of commercial Property Management or General Practice surveying</p> <p>Registered Valuer</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>

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<p>Maintain property records and management information systems including electronic databases in accordance with the General Data Protection Regulation</p> <p>This job profile indicates the main responsibilities of the post and is not an exhaustive statement. The particular duties and responsibilities attached to a job may vary from those given in the job profile from time to time to meet the needs of the Service without changing the overall purpose of the job.</p>			
	<p>Extensive experience of interpreting Leases, Title Deeds & other legal documents</p> <p>Understanding and practical work experience of undertaking both rental and capital valuations</p> <p>Experience in undertaking rent review and lease renewal negotiations</p> <p>Experience of handling negotiations in relation to property transactions</p> <p>Experience in Property Acquisition & Disposal.</p> <p>Knowledge of relevant Local Government legislation, policies and governance arrangements</p> <p>Knowledge and use of Property Management databases</p> <p>Knowledge or practical use of databases or GIS systems</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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While the job will be office based, the successful applicant will be required to go on-site working in buildings of varying condition and on all types of land in all weathers.	Full driving licence Ability to work throughout Fife	✓	
	The following personal attributes are required; Personal responsibility Good organisational ability Ability to work under pressure Uses own initiative Team Worker Courteous Ability to communicate effectively Enthusiastic flexible attitude Diligent	✓	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.