

ESTATES SURVEYOR			
Reference No.	I320.01	Type	Individual
Service	Property		
Job Family	Para Professional 5	Grade	FC7

Purpose
<p>To actively support the delivery of an effective estate surveying service by assisting the Service Manager Estates in the provision of an efficient property management service for both leased and vacant land and buildings, together with the council operational assets.</p> <p>The role will encompass handling leasehold transactions including rent reviews, lease renewals and lettings, property acquisitions and disposals, together with undertaking valuations and any other general estates surveying work.</p>

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
Assisting with property management, e.g. rent reviews, lease renewals, including liaison with tenants on lease obligations, dilapidations, repairs.	<p>Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent</p> <p>Moderate work experience within professional local government estates or private surveying office environment</p> <p>Educated to SCQF level 9, which includes a Degree or equivalent, in a property related discipline</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

Role Profile

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Assisting with property valuations, e.g. for purchasing, selling and leasing.	Knowledge of current property market/issues (Take ownership – See ‘How We Work Matters’ Framework) Experience of development, valuation, disposals, acquisitions or leasing of commercial properties (Focus on customers) Experience of undertaking both rental and capital valuations Diligent	✓ ✓	✓ ✓
Assisting with sale and acquisition process, e.g. drafting property particulars for sale of assets negotiate, process minor disposals/acquisitions including instructing Legal Services.	Experience of interpreting Leases, Title Deeds and other legal documents (Deliver results) Negotiation skills Experience in property acquisition and disposal Ability to provide a regular and effective service	✓ ✓	✓ ✓ ✓
Assisting in carrying out inspections and measurements of properties and sites for a variety of purposes.	Member of RICS and/or an RICS accredited degree specialising in commercial property/valuation. Experience in Commercial Property Management Ability to travel throughout Fife within a short timescale Enthusiastic	✓ ✓ ✓	✓ ✓
Assisting with maintaining the Asset Management Information System (the database which records Council ownership), e.g. recording, checking and updating the records held on the system.	Flexible attitude Initiative taking skills	✓ ✓	✓

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Assisting with general property enquiries both from the public and Council colleagues.	Experience of dealing with property related legal issues Team working skills (Work together)	✓	✓
Assisting with preparing Committee reports in respect of the property activities undertaken.	Evidence of continuing professional development IT skills (Embrace technology and information) Experience of working under pressure	✓	✓
Assisting with proactivity support Service efficiency improvements.	Organisational skills Communication skills Courteous	✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

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

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results