



Craven District Council

Job Description

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| Post Title | Commercial Surveyor |
| Grade | PO4 |
| Reports To | Assets and Commercial Services Manager |

Principal Duties and Responsibilities

Purpose

As Commercial Surveyor you will lead on acquisitions, disposals, lettings, lease renewals, rent reviews, surrenders, assignments and schedules of dilapidations and ensure robust arrangements are in place for the management and letting of assets.

Main Duties and Responsibilities

- Identify, develop and implement a portfolio of growth opportunities including new land and development purchases, investment led projects and regeneration opportunities, and other significant projects
- Negotiate the contractual and commercial aspects including Heads of Terms for new projects, drawing on expertise from the Finance and Procurement teams and external advisors where required
- Establish and maintain a network of connections with land agents, land owners, property professionals, funders, strategic partners, developers and house builders to identify, negotiate and agree a programme of projects, acquisitions and opportunities.
- To take a lead on the development of effective high quality relationships with members, colleagues and external bodies to communicate the Council's approach to asset investment to help build the Council's external reputation and establish an effective market presence.
- Ensure robust arrangements are in place for the management and letting of assets. This will involve dealing with all landlord and tenant transactions, external contract management, close working with finance and careful monitoring of lease renewals, voids, insurance, dilapidations, rating issues and rent reviews.
- To lead on the preparation of an asset management plan for each property including forecasting and tracking income and recoverable costs. To liaise with the Finance Department on budgets/forecasts/service charge budgets.

- Commission and carry out site/property valuations for a variety of purposes, including, but limited to, for building insurance purposes, financial accounting, sales and purchases
- Management of commercial/residential properties to meet landlords contractual obligations, ensure compliance with conditions of tenancy, rent collection, handling of building maintenance and enforcing health & safety regulations
- Set, manage and co-ordinate all property service charges
- Responsible for the delivery, management and ongoing increase in traded service activity offered to external clients in order to expand the service
- Commission and liaise with external professionals/agents as necessary for the delivery of the capital/revenue programmes, delivering site development as appropriate
- Undertake market appraisals / business plans / feasibility studies of development sites for residential, mixed use and commercial development projects and undertake valuations and property searches as required
- Write property reports to inform rent reviews, investment potential, property marketability and building surveys
- Maintain a comprehensive and up to date knowledge of all relevant legislation, procedures and current and emerging best practice for the area of responsibility and ensure that the organisation meets all of its statutory, regulatory and contractual obligations
- Line manage the Estate Support Officer including any recruitment, development and assessment of performance and capabilities
- Be an ambassador for the Council and promote the Council's values
- To undertake such other duties related to the work of the Council as may be assigned and which are consistent with the nature of the job, its level of responsibility and within the post holder's technical competence.

The job description is not a definitive list of tasks. It is designed to give an overall view of the job it is not an indicator of the sole requirements of the work required. It is expected that you will use initiative and develop your own style to achieve the overall purpose. The precise responsibilities may change from time to time in line with the organisational requirements of the Council. Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who would otherwise be prevented from undertaking the work.

Person Specification

Commercial Surveyor

| Factor | Essential or Desirable | How Identified |
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| <p>Qualifications and Training</p> <ul style="list-style-type: none"> • Educated to degree level, accredited by RICS or equivalent • Membership of a relevant professional body – RICS, RIBA or CIOB • Project Management Accreditation e.g. Prince 2 or similar • Track record of commitment to continuing professional development | <p>E E E E</p> | <p>AF/I/T AF/I/T AF/I AF/I/T</p> |
| <p>Experience</p> <ul style="list-style-type: none"> • At least 3 years' experience of identifying and securing new land opportunities for residential or commercial development • Demonstrate the ability to plan, implement and deliver projects and programmes • Experience of transacting large scale property acquisitions and disposals • Experience of implementing major transformational change initiatives, with a track record of successful delivery of measurable benefits • Experience of delivering property development schemes involving the public and private sector • Experience of project management through decision making processes, planning permissions and tender phases • Experience of undertaking and managing landlord role for commercial/residential properties • Experience of the development, implementation and monitoring of management systems • People management and development experience and the ability to lead a team, focused on delivering change and working across boundaries | <p>E E E E E E E E E</p> | <p>AF/IT AF/I/T AF/I/T AF/I/T AF/I/T AF/I/T AF/I/T AF/I/T</p> |
| <p>Skills</p> <ul style="list-style-type: none"> • Skilled networker and able to establish effective working relationships with key internal stakeholders and external partners | <p>E</p> | <p>AF/I/T</p> |

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| <ul style="list-style-type: none"> • The ability to produce clear and coherent plans and strategies to support the achievement of Council objectives | E | AF/I/T |
| <ul style="list-style-type: none"> • A high degree of personal and professional probity, integrity and creditability that sustains the confidence and trust of Member's, senior managers, staff and external partners and stakeholders, that foster a positive reputation for the Council | E | AF/I/T |
| <ul style="list-style-type: none"> • Highly developed negotiating and influencing skills and commercial awareness | E | AF/I/T |
| <ul style="list-style-type: none"> • High level of skill in financial analysis and forecasting | E | AF/I/T |
| <ul style="list-style-type: none"> • Ability to motivate and inspire teams to achieve results | E | AF/I/T |
| Knowledge | | |
| <ul style="list-style-type: none"> • Substantial knowledge of property investment and financing, lettings, lease renewals, rent reviews, surrenders, assignments, schedules of dilapidations, extensions/variations to leases, disposals and acquisitions | E | AF/I/T |
| <ul style="list-style-type: none"> • Substantial knowledge of the property market and ability to analyse market data and research | E | AF/I/T |
| <ul style="list-style-type: none"> • Detailed and applied understanding of the relevant statutory frameworks within which the role operates including landlord and tenant responsibilities | E | AF/I/T |
| <ul style="list-style-type: none"> • Contract negotiation and management to ensure best value. | E | AF/I/T |
| <ul style="list-style-type: none"> • Strong governance, financial and performance management knowledge | E | AF/I/T |
| <ul style="list-style-type: none"> • Knowledge of budget and performance management, profit and loss in a commercial setting | E | AF/I/T |
| <ul style="list-style-type: none"> • Principles of contractual arrangements for the procurement of construction relate good and services in a local government environment | E | AF/I/T |