

## JOB SUMMARY

<b>Post Title</b>	<b>General Practice Surveyor</b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	<i>12</i>	<b>Line Manager to others?</b>	<b>No</b>	<b>Role profile ref</b>	<i>SD12</i>
<b>Service Area</b>	<i>Property &amp; Assets, Corporate Services Directorate</i>						
<b>Line Manager</b>	<i>Graeme Haigh, Strategic Head of Property Services and Asset Management</i>						
<b>Location</b>	<i>County Hall</i>						

<p><b>Job Purpose</b></p> <p><b>To provide a professional, proficient and cost-effective property management function for the Isle of Wight Council to help ensure that the best use is made of the Council's land and property holdings. All work to be in accordance with professional standards and the Council's standards, policies and priorities.</b></p>
<p><b>Job Context</b></p> <ul style="list-style-type: none"> <li>To lead on estate management and landlord and tenant matters for the Council.</li> <li>Deliver a specialist general property service, which engages customers/stakeholders and enables them to make effective use of the service. Develop the service, using customer/stakeholder consultations to inform requirements. Ensure the service is delivered to the quality, organisational and professional standards required.</li> <li>Work with other professionals and service areas to provide a seamless support service. Liaise with other agencies on operational issues and to ensure effective service delivery.</li> <li>Ensure all required records and information are maintained correctly. Use technical knowledge and expertise to analyse information, identify areas of potential concern and recommend options/solutions. Research and evaluate current issues, developments, good practice and legislation changes in work area. Work with partner organisations as required.</li> <li>Assist the Strategic Head of Property services and Asset Management, Property &amp; Assets and other property teams (Corporate Estate Management and Corporate Property Maintenance) as required with providing a professional, experienced and quality property service.</li> <li>Assist officers of the council on all Property Assets Team property matters as required, such as providing or (if appropriate) obtaining valuation advice, advising on title/leases/legal documents in association with colleagues in the Legal department, etc.</li> <li>Provide the property input to corporate projects as required, such as (but not limited to) major capital projects, acquisitions, disposals, the Council's accommodation strategy, service area property requirements and regeneration schemes.</li> <li>Provide a property management service dealing with the Council's rented out property portfolio, overseeing the invoicing of tenant's rents and service charges, liaising with tenants, and dealing with tenant-related issues such as assignments.</li> <li>To put in place and manage wayleave and easement arrangements for the Council.</li> <li>Undertake negotiations for rent reviews, lease renewals and new lettings as appropriate, whether as landlord or tenant. Appoint dilapidations surveyors and manage dilapidations issues as necessary.</li> <li>To represent the Council at a range of meetings and negotiations as necessary to deliver the above.</li> <li>As requested, to oversee the payment of rents on behalf of the Council.</li> </ul>

<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific groups.	<i>Negotiate new lettings, rent reviews and lease renewals, wayleaves, easements and/or property sales and acquisitions.</i>	√	
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area,	<i>A variety of General Practice property disciplines including property sales, acquisitions, planning and development work and/or property management and landlord and tenant work, in addition to other general property/estates matters such</i>	√	

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working as part of team to meet service standards, targets and deadlines.	<i>as negotiating the variation or removal of restrictive covenants for value.</i>		
Strong and demonstrably effective communication, interpersonal and presentation skills. Ability to understand and explain complex information to a range of audiences. Proven ability to negotiate with, persuade and influence others.	<i>See above.</i>	√	
Good ICT skills including both standard Microsoft applications and specialist systems.	<i>Ability to use Word and Excel.</i>	√	
	<i>Knowledge of IWC's property database Technology Forge.</i>		√
Authoritative and extensive knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Wide-reaching knowledge of other areas of the authority relevant to the service and of wider sector/external influences. Experience of contributing to the development of procedures and practices.	<i>A variety of General Practice property disciplines, including valuation, property sales, acquisitions, planning and development work and/or property management and landlord and tenant work, and other general property/estates matters such as negotiating the variation or removal of restrictive covenants for value.</i>	√	
	<i>Experience of local planning authorities and the planning framework.</i>		√
Strong forward planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.	<i>Keeping personal and team records and work management lists organised and up-to-date, which can be relied upon by others.</i>	√	
Advanced research, investigative and analysis skills demonstrating evidence of the ability to identify and diagnose complex problems/issues and develop innovative solutions that are both cost effective and within time constraints.		√	
Excellent interpersonal skills, with experience of resolving escalated and complex customer queries.	<i>Dealing with regular requests from colleagues, line management, elected members and members of the public promptly and in a timely manner.</i>	√	
Experience of multi-disciplinary and partnership working and awareness of the issues involved. Experience of chairing meetings and leading working groups.			√
Excellent planning and organisational skills, to manage a range of complex and complicated activities and to achieve given targets and objectives.	<i>Managing workloads effectively.</i>	√	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to degree standard or equivalent.		√	
Relevant professional / vocational qualification.	<i>RICS status.</i>		√
	<i>RICS Registered Valuer status.</i>		√
May require relevant certifications including evidence of fluency in English language.		√	
<b>Other Requirements</b>			
<i>Knowledge of the isle of Wight and its property market. (Desirable)</i>			

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*Experience of a local government environment. (Desirable)*

*Car owner and/or driver..(Desirable)*

*May be required to undertake additional duties as commensurate with grade and role*