

## Job Description

Job title	Senior Valuation and Asset Management Surveyor
Directorate	PLACE : Regeneration, Culture and Environment
Division	Valuation and Asset Management
Range	MPR 7
Reports to	Head of Valuation & Asset Management

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### Main purpose of the job:

To manage activities within a valuation & asset management team including being responsible for day to day service delivery decisions to ensure the smooth and efficient running of the service. Managing the Council's property assets to maximise the value and utilisation of the portfolio.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

- Undertake the review, acquisition, letting and disposal of land and property, including preparation of valuations, negotiating and making recommendations, seeking approvals from Cabinet and Full Council as required in order to meet the council's and its partner's strategic and operational, regeneration and investment/financial requirements.
- Undertake statutory annual asset valuations and help oversee the process to adhere to statutory financial reporting and deadlines. This will include negotiation of easements, wayleaves and covenants to ensure the best possible outcome for the authority and instigating and negotiating purchases, disposals, lettings and/or compensation settlements to ensure best value for money in accordance with service requirements.
- Review and consider tenants alterations or assignment or subletting requests, progressing to conclusion and ensuring that the council's property is managed in accordance with all relevant requirements and good estate management practice.
- Identify and select relevant professional advisors, procurement, appointment including detailed instructions, such appointment may it be lawyers, project managers, EPC assessors or other agents. This will include instructing EPC surveys to ensure properties meet the minimum energy efficiency standards

and, where improvements are required, working with the Capital Projects team to facilitate any works needed.

- Lead on corporate property projects developing cross boundary working to enable successful engagement of partners and to meet corporate goals.
- Manage prompt and efficient implementation of all aspects of the valuation and asset management function ensuring all work is undertaken in accordance with the council's and legal requirements, reviewing and monitoring income budgets regularly and ensuring debt levels are managed and actioned accordingly.
- Ensure that accurate and timely information is provided to the Data Manager to maintain the statutory property database.
- Prepare and implement policies and strategies including the Council's Corporate Property Strategy, best value reviews and asset management plans to ensure long term efficient running of the service. This will include providing general property advice to service departments and seniors and members.
- Deputise, internally and externally, for the head of service and in some cases the assistant director on property related matters. This could include Council meetings, stakeholder liaison and public consultations.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the Head of Valuation & Asset Management

The post holder should be will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Qualifications:

Corporate membership of the Royal Institution of Chartered Surveyors or equivalent and optionally, a Registered Valuer.

### Working Style:

The post holder will be a hybrid role with circa 1 or 2 days a week in the Gun Wharf Chatham office.

