

Senior Valuation and Asset Management Surveyor	Range 7	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	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications • Educated to at least degree level with Membership of the RICS general practice division. • 20 hours of CPD training per annum. Knowledge • Understanding the role of Auctioneering as an option for property sales. • Understanding of the different Insurance requirements for a property. • Detailed knowledge of lease terms, including rent, duration, renewal options, and tenant obligations. • Understanding of current market trends and conditions to advise on competitive lease terms. • Understanding the Legal / regulatory compliance issues for commercial properties. • Knowledge of how the Valuation Office Agency assess the rateable value of business properties in England and Wales. • Understanding of property acquisition, letting, and disposal processes. • Knowledge of statutory annual asset valuations and financial reporting requirements. • Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding • A good awareness of the One Medway Council Plan	Qualifications • MRICS membership status • Ongoing 20 hours CPD per annum Knowledge • Good knowledge of how to estimate costs, determine how much the finished project will be worth, calculate profit, and analyse risks. • Knowledge of Lease Renewal and Ending, the types of Notices and the legal reasons to oppose lease renewal, like property issues or redevelopment plans. • Understanding of when tenants get compensation if renewal is denied and other legal requirements, i.e. making sure notices are served correctly and on time. • Awareness of relevant legal requirements and good estate management practices. • Good knowledge of energy efficiency standards and EPC (Energy Performance Certificate) requirements. • Good understanding of the One Medway Council Plan and service plan and how the service will deliver successful outcomes.	Qualifications • Ongoing 20 hours CPD per annum Knowledge • Advanced management practices such as utilising advanced software for cost estimation, project management, and Building Information Modelling (BIM) to streamline processes and improve accuracy. • Knowledge of advanced cost management techniques to control budgets and improve financial outcomes. • Understanding of Value engineering principles to optimise project costs without compromising quality. • Knowledge of the specific terms and conditions outlined in lease agreements, including what costs can be recovered as service charges and the obligations of both landlords and tenants. • Familiarity with relevant legislation, such as the Landlord and Tenant Act 1985, which governs the rights and responsibilities related to service charges. • Understanding of the procedures for resolving disputes, including how to present cases at the First-Tier Tribunal (Property Chamber) if charges are challenged. • Awareness of relevant case law and precedents that may impact service charge recovery and challenges.

		ensure properties meet the minimum energy efficiency standards and, where improvements are required, working with the Capital Projects team to facilitate any works needed.			Understanding of how to Incorporate sustainable building practices and materials to reduce environmental impact.
		Lead on corporate property projects developing cross boundary working to enable successful engagement of partners and to meet corporate goals.	Experience 3 year post qualifying experience. - Experience of independently managing and conducting negotiations without direct supervision. - Has expertly handled the leasing and sale of properties, from initial listing to final transaction. - Experience of successfully negotiating and managing lease renewals and rent reviews, ensuring favourable terms and conditions for both parties. - Experience in reviewing, acquiring, letting, and disposing of land and property. - Proven track record in managing statutory annual asset valuations and financial reporting. - Experience in negotiating easements, wayleaves, covenants, and compensation settlements. - Handling tenants' alterations, assignments, and subletting requests. - Experience in leading corporate property projects and developing cross-boundary working. - Proven ability to manage valuation and asset management functions efficiently. - Familiarity with conducting EPC Surveys and ensuring compliance with energy efficiency standards.	Experience - Minimum of 6 years post qualifying experience. - Signing off delegated authority using the Head of Service Employee Delegation Scheme. - Preparing and submitting cabinet papers. - Experience in engaging with internal (councillors and directors) and external stakeholders such as the NHS, including procurement and appointment of professional advisors which those parties request. - Experienced in preparing valuations, undertaking negotiations on terms, making recommendations and instructing solicitors. - Proficient in conducting property valuations, negotiating contractual terms, and providing strategic recommendations. - Conducting thorough stakeholder analyses to understand and address their needs and expectations effectively. - Experience of leading corporate property projects, engaging with partners, and achieving corporate goals through cross-boundary collaboration. - Experience in identifying, selecting, and appointing professional advisors, including lawyers, project managers, and EPC assessors. - Experience of setting long-term goals, developing strategies, and adapting to market changes.	Experience - Minimum of 9 years post qualification experience. - Proven experience in addressing Member inquiries and providing responses with political acumen. - Experience of deputising, internally and externally, for the head of service and in some cases the assistant director on property related matters. This could include Council meetings, such as O&S/Pre Cabinet presentations, and stakeholder liaison and public consultations. - Experience of using sophisticated project management methodologies like Agile or Lean to enhance project delivery and efficiency. - Experienced in developing comprehensive risk management plans to identify, assess, and mitigate potential risks throughout the project lifecycle. - Experience of performing regular compliance audits to ensure all projects meet legal and regulatory requirements - Track record of implementing advanced cost management techniques to control budgets and improve financial outcomes
		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.			
			Skills Proficiency in analysing financial statements and ability to evaluate restructuring options, anticipate outcomes, and develop	Skills Developed ability to negotiate terms and conditions to secure the best deals and able to handle disputes and find mutually beneficial solutions	Skills Can effectively manage resources including allocating materials, controlling budgets, organising data and utilising technology.

			comprehensive recovery plans in relation to corporate recovery and insolvency methods. • Ability to prepare valuations, negotiate terms, and make recommendations. • Skills in negotiating purchases, disposals, lettings, and compensation settlements. • Good project management skills • Confident in leading corporate property projects and engaging with partners. • Ability to develop productive working relationships with good conflict resolution skills. • Ability to manage the implementation of valuation and asset management functions • Strong communication skills to provide property advice and liaise with service departments, seniors, and members. • Good Leadership skills to manage professional advisors and staff, providing direction and support. • Able to build and maintain positive relationships with all stakeholders. • Identify potential risks and develop mitigation strategies. • Strong data management skills • A strong ability to close deals efficiently while maintaining high levels of client satisfaction. • Flexibility to adjust to changing circumstances and new information. • Openness to learning and incorporating new technologies and methods. • Good customer focus skills to understand and address the needs and expectations of stakeholders	• Able to clearly convey expectations, requirements, and feedback, secure favourable terms and conditions in contracts and set monitoring performance metrics. • Capable of devising innovative solutions to address sustainability challenges • Proficiency in various property valuation methods to assess investment potential. • Skills in reviewing and monitoring income budgets and managing debt levels. • Excellent cost benefit and data analysis skills to evaluate the cost-effectiveness of services and make informed decisions • Ensures precision in all aspects of surveying work, from data collection to reporting. • Maintains high standards of quality and compliance with legal requirements. • Develops effective solutions to overcome surveying challenges. • Can implement strategies that save time, reduce costs, and improve outcomes. • Capable of managing project timelines, resources, and deliverables while maintaining quality and compliance. • Creative thinking skills to devise innovative solutions to complex challenges.	• Can handle sensitive information and interactions with tact and confidentiality. • Able to navigate complex relationships through active listening and can facilitate conversations to resolve conflicts amicably whilst maintaining professionalism. • Can develop and implement project plans that align with organisational goals. • Highly skilled in budgeting, accounting, and financial reporting to accurately calculate and justify service charges. • Is inspiring and can motivate team members to achieve their best. • Leads by example and fosters a positive work environment.
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