

Estates Surveyor

Join us – Make a difference in our communities

West Sussex County Council's (WSSC) portfolio is made up of over 875 property locations with an asset value in excess of £1.4 billion. Valuation and Estates provide an intelligent client function on behalf of WSSC across the full life cycle of property activities. Our work covers operational, investment and economic development activities, and supports the One Public Estate agenda with partners and community stakeholders.

About the Job

The role is extremely varied; required to support the professional team in the delivery of a comprehensive, cost effective service covering policy and strategy, asset management reviews, commissioning and delivery of services – all against a background of maximising efficiencies and generating revenue income. You will provide valuation advice, estimates and general professional advice on property matters. You will also advise on the effective management of property holdings, identify potentially surplus property, arrange disposals and conduct negotiations on lease and licence terms. The work may sometimes involve exposure to unpleasant conditions and physical effort whilst carrying out site visits.

What you'll need to succeed

With good understanding of land and property law practice valuation techniques or similar, ideally a qualified member of the Royal Institution of Chartered Surveyors (RICS). You will need the ability to work with external consultants, contractors and suppliers to achieve successful outcomes for the service. With excellent communication skills, able to influence the actions of others and communicate complex/contentious information and ideally have some political awareness.

Job Details

Grade:	Grade 9
Directorate Group:	Economy, Planning and Place
Location:	County Hall, Chichester

Person Specification (These will be used as the shortlisting criteria)

Key skills

1. Ability to work with external consultants, contractors and suppliers to achieve successful outcomes and create and maintain effective working relationships.
2. Excellent literary and numeracy skills to prepare reports/briefs, calculations and research.
3. Ability to organise/prioritise work and meet deadlines.
4. Excellent communication skills with the ability to influence and negotiate solutions and to communicate in English with members of the public.
5. Sound IT and keyboard skills.

Qualifications and/or experience

- Educated to degree level in Property or equivalent qualification or demonstrable equivalent comparable experience. (Ideally a qualified member of RICS).
- Experience in sales, estate management, user agreements and property acquisitions.
- Demonstrable evidence of providing an effective, efficient professional quality service to a range of customers and clients.
- Good knowledge of Landlord and Tenant law and procedure, Estate Management and Planning and Development processes.

Key Responsibilities

Provide valuation advice, estimates and general professional advice on property matters.

Advise on the effective management of property holdings, identify potentially surplus property and arrange disposal.

Assist with preparation of reports required for Cabinet, Senior Executive or Member meetings and any other groups/meetings as necessary. Regularly handling, processing and storing confidential information.

Contribute and pursue the management of agreed programmes of work in conjunction with service department requirements and external property consultants.

Oversee and liaising with external consultants on valuation, rating and estate management work outsourced to the private sector.

Contribute to service projects and/or reviews, challenging existing practices, generating ideas and solutions, balancing risks with reward meeting timescales.

Our Values

Our values are the base of every job role within West Sussex County Council and underpin the way we do things here. They demonstrate how we work and interact with each other, our customers and our partners on a daily basis and our selection processes are reflective of this. For further details visit the jobs pages of our website.

JD Code: N52

December 2018

