

JOB DESCRIPTION

Job Title	Senior Estates Surveyor		
Service	Property		
Reporting to			
Grade	9		
Evaluation ref:	RP195	Job	Family ref:
Role Purpose			
The Senior Estates Surveyor is responsible for managing and delivering a complex portfolio of estate management activity to support the Council's strategic, financial, and service objectives. This includes leading high-value and high-risk property transactions such as acquisitions, disposals, lease events, and asset development opportunities, ensuring best value is achieved and that the Council's estate is effectively managed. The role provides professional estates advice to senior managers, elected members, and service clients, supporting informed decision-making across a wide range of property-related matters. Working with a high degree of autonomy, the role oversees complex casework, undertakes statutory and commercial valuations, and contributes to the development and delivery of asset management strategies. It also involves managing stakeholder relationships, coordinating external advisors, and supervising junior surveyors where appropriate. Through effective business partnering and technical expertise, the role plays a key part in shaping and optimising the Council's property portfolio to meet long-term organisational and community outcomes.			
Accountabilities			
Acquisitions and disposals • Develops acquisition or disposal options to meet a wide range of client / organisational requirements, including options for Compulsory Purchase. • Analyses and evaluates complex technical information to develop commercial judgements and provide professional advice, to client departments, senior managers, and elected members. • Negotiates terms for acquisition or disposal of sites (freehold / leasehold, release of covenants) to ensure best value is obtained. • Undertakes Compulsory Purchase Order acquisitions. Negotiates and agrees terms for the devolution of Assets / Community Asset Transfers in accordance with policy and procedures. • Identifies, co-ordinates and manages external and internal stakeholders and suppliers/advisors to ensure cases and schemes are progressed effectively. • Works independently and is accountable for caseload and transactions, including on cases with higher levels of value, complexity, risk, or specialism. Supervises the work of Estates Surveyors where appropriate. Landlord and tenant management • Manages and delivers a wide landlord and tenant caseload (lease renewals, rent reviews, new leases) to maximise yield & commissioned outcomes from the council's tenanted asset base.			

JOB DESCRIPTION

- Negotiates terms for new leases, renewals, or disposals, including higher value/ more complex transactions.
- Co-ordinates and manages multiple stakeholders, agents, and advisors to progress casework efficiently and effectively. Oversees property management tasks through line management of Estates Officers / Graduate Trainee Surveyors as required.
- Maintains effective case management systems and lease data to ensure asset records are up to date.
- Works independently and is accountable for caseload and transactions, including on cases with higher levels of value, complexity, risk, or specialism. Supervises the work of Estates Surveyors where appropriate.

Valuations

- Carries out a range of valuations in accordance with professional 'red book' standards, to support commercial judgements or yearend accounts.
- Instructs and manages the work of external valuers.
- Undertakes more complex valuations in line with established procedures and guidance.

Asset Development

- Acts as subject matter expert/client on capital or development schemes, shaping outline scope and detailed design to ensure fit with applicable rental markets.
- Develops and implements strategies and plans to improve site value or to utilise estate to achieve strategic objectives, across larger / more complex sites or at sub-portfolio level.
- Co-ordinates multi-disciplinary internal and external advisors/suppliers/ developers to secure planning consents.

Asset Management Strategy

- Works with a wide range of clients and internal professionals to understand council/community needs and objectives in relation to asset management strategy.
- Analyses and evaluates market, building condition and other information to develop recommendations and options for asset reviews.
- Provides professional estates advice and input as required for area or service-wide asset strategies, including leadership of area or sector specific reviews as required.

Property Management

- Overall accountability as for the day-to-day management of a portfolio of tenanted or non-operational assets.
- Oversees property management tasks through line management of Estates Officers/Graduate Trainee Surveyors as required.

JOB DESCRIPTION

Business Partnering

- Represents the Strategic Asset Management department as business partner to one or more internal client service functions (e.g. Heritage at Risk, Highways & Transport); develops strong working relationships and understanding of the strategic environment in which that function operates.
- Provides advice and guidance to internal client service functions, including signposting and initial advice on a range of Asset Management matters outside of specialism. Feeds service function perspective into wider asset management strategy and decision making.

Line management and professional leadership

- Line manages Estates Officers and/or Graduate Trainee Surveyors as required.
- Responsible for training and development of Graduate Trainee Surveyors, providing support and guidance and planning, managing, and allocating work to provide portfolio of experience required.
- Acts as the council's lead professional expert in sector (e.g., heritage assets, rural landlord and tenant management, right-to buy valuations, leisure services assets).

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Comprehensive knowledge of statutory regulations relating to service area and related functions.	x	
Subject matter expertise and detailed professional knowledge in area of specialism, developed through training, continuous professional development, and post-qualification operational practice.	x	
Sound working knowledge of the statutory, regulatory, policy and contractual frameworks within which client service areas operate.	x	
Experience		
Evidence of working with and influencing stakeholders and partners.	x	
Evidence of ability to develop, analyse and evaluate data and complex legal.	x	
Experience of managing wide ranging caseloads, including supervision of more junior staff.	x	
Experience of Compulsory Purchase Order procedures.		x

JOB DESCRIPTION

Experience of advising stakeholders and clients on complex/specialist issues relating to role	x	
Qualifications / Registrations / Certifications		
A level qualification(s).	x	
Relevant professional qualification – Membership or Associate of the Royal Institution of Chartered Surveyors (MRICS)	x	
Relevant degree.		x
Registered valuer.		x
Skills		
Proven negotiation skills.	x	
Proven ability to deliver complex caseload without supervision.	x	
Confident to work on own, independently and as part of a team.	x	
Working Conditions		
Regular travel to a variety of sites around Somerset, including inspection or review of a wide range of assets, some in rural areas which require some physical effort to access. This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions: • Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events. • Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies. • Travel: Some travel within the local area may be required for meetings, site visits, and community engagement activities. • Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources. • Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.		

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Dimensions of the role

- Accountable for a broad caseload of real estate transactions (acquisitions, disposals, lease events) with self-directed responsibility for individual transactions valued up to c. £1,000,000 with limited / no supervision; would receive supervision and support above this level and with more complex transactions.
- Caseload varies dependent on size / complexity of transactions – for acquisition/disposal/lease event transactions holds c. 10-30 cases concurrently, dependent on complexity and value.
- Supervises and is accountable for property management across a large portfolio (e.g. 50-60 larger, complex sites; 200+ smaller, less complex sites).
- Plans programme of complex valuations across a portfolio of c. 50-100 assets.
- Responsible for co-ordinating / instructing a wide range (c. 20-30) of internal and external stakeholders, suppliers, and specialist agents / advisors.
- All estates surveying work is carried out with a long-term planning horizon –c. 10-15 years for landlord and tenancy management; 30 years+ for acquisitions, disposals, and development casework.

Working Arrangements

Somerset Council's Dynamic Working Strategy will be applied to this position.

Corporate Accountabilities

- Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: 21/01/2025