

## Estates Surveyor

District/Department	Estates and Facilities Management	Rank/Grade	Band E
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Role purpose:	The post holder will lead on the provision of an integrated and comprehensive estate surveying service to the Force, working as part of a team of professional and technical staff to ensure the property portfolio is efficiently and effectively managed.
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### Summary of Main Duties:

Provide professional valuation, estates management and surveying advice to the Force, ensuring effective and efficient use of all property assets and that best use and best value is achieved at all times. To advise on a wide range of property issues and manage projects at an appropriate level.

Deal with enquiries from all departments on valuation, estate management and surveying work, providing advice and producing reports as needed and actively develop, monitor and maintain a robust register of property interests, expiring agreements and coherent project plans where needed. To undertake financial management of related projects, to produce risk registers and milestone plans for those projects as needed.

Manage the negotiation of the acquisition, disposal and letting of all types of land and property assets and interests, drafting heads of terms as needed and ensuring such transactions are managed effectively to completion. Undertake all other aspects of estate management work as needed.

Develop new policies and procedures as required in relation to this area of expertise.

To work closely with the Facilities and Assets Officer in the provision of a joined up estate accommodation and asset management service to the Force, ensuring that the estate meets its needs.

Contribute to the delivery of a programme of land and premises reviews to support Force priorities.

To provide full support and assistance to the Head of Joint Estates and other Senior members of the team as required including attending meetings, liaising with District clients, Departmental Senior Leadership Teams and Command Teams to scope and inform projects and requirements in line with Force and Departmental priorities across the Force estate.

Provide support in the management, monitoring and control of financial budgets in line with SYP Financial Regulations.

Work to statutory and mandatory Health and Safety, construction industry, building regulations, Town Planning and RICS requirements.

Contribute and adhere to standard procedures, operational practices and provide full support in the setting up of revised working practices.

Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.

Any other duties and responsibilities which do not change the character and purpose of the post as may be required relevant to the efficient running of the Department.

Competencies/behaviours	
<u>Competency</u>	<u>CVF Level</u>
<a href="https://profdev.college.police.uk/competency-values/">https://profdev.college.police.uk/competency-values/</a>	<b>Level 1 – Practitioner</b> <b>Level 2 – Supervisor/Middle Manager</b> <b>Level 3 – Senior Manager/Executive</b>
We are emotionally aware	2
We take ownership	2
We are collaborative	2
We deliver, support and inspire	2
We analyse critically	2
We are innovative and open-minded	2
Core values for ALL employees:	
Integrity	Public Service
Impartiality	Transparency

Experience, Education and Skills:
Essential Criteria (used for short-listing):
Possession of a property related qualification at degree level, either possess or be working towards Chartered Status with RICS in a relevant field.
Experience and knowledge of working in an estate management and surveying environment, with experience of all aspects of valuation, property management and property acquisitions and disposals.
Proven experience of undertaking negotiations in respect of acquisitions, disposals and lettings.
Producing technical reports, attending meetings and representing the Force at client meetings
Working knowledge of built environment, health and safety and sustainability legislation and compliance requirements relevant to estate management work.
Knowledge and experience of budget preparation and monitoring.
Able to travel throughout the Force area.
Utilising a range of ICT systems and applications.
Desirable:
Basic knowledge of the structure and strategies of a police environment.
Previous experience of working with external agencies in a partnership capacity with the ability to represent the Department within the Force to other external agencies.
An understanding of the public sector financial and procurement regulatory framework