

Job description

Graduate Estates Surveyor

Band 5

This role will be required to work at the council's premises at either West Suffolk House, Bury St Edmunds or the Mildenhall Hub. You may reasonably be required to work at any other of the council's premises as required in order to meet the needs of the authorities.

The overall job objective is to optimise occupation and value from the significant property portfolios held by West Suffolk Council. It includes day to day estates and asset management and pursuance of a variety of projects.

The role may require attendance at committee and council meetings and liaising with councillors and portfolio holders. The role may also require participation in outside groups and committees.

This role requires the delivery and achievement of defined objectives and outcomes personally and by supporting the wider property team, its partner teams, the council and other stakeholders in the delivery of property and other asset-based projects, in compliance with local policies and procedures as well as legislation and best practice.

Key responsibilities and activities

To assist in the management a variety of property assets by optimising uses, incomes and costs to ensure the occupied space and investments support the strategic, financial and operational objectives of West Suffolk Council. To include:

- Ensuring the property assets (land and buildings) are managed in accordance with professional estates management practice, including health and safety considerations.
- Assisting with the undertaking of day-to-day management of the councils' properties including rent reviews, lease renewals, new lettings, service charge administration, assignments, break options, variations in lease terms etc.
- Providing instructions and working alongside council legal representatives as required.
- Overseeing the collection of rental and other income from the non-operational portfolio in accordance with the councils' strategy.
- Ensuring that tenants and landlord satisfy their responsibilities in respect of lease covenants.
- When required preparing or assisting with asset valuations and viability studies, including in connection with development projects.

- Maintaining and ensuring the portfolio database is accurate and up to-date.
- Collating and reporting benchmark information and key cost and performance drivers and reporting as required.
- Liaising with and providing information for any external advisers who may provide property related services to the council.
- Supporting the acquisition and disposal of land and buildings, negotiating contracts for sale, purchase or transfer.
- Researching and assisting with the delivery of strategic property related initiatives to benefit the council's achievement of objectives. This may include identifying development opportunities and maximising value through creative and entrepreneurial leveraging of assets.
- Assisting with the administration and monitoring of service charges and other budgets.
- Demonstrating a professional and proactive customer care philosophy with a flexible 'can do' approach.
- Other duties commensurate with the post as directed by the line manager or appointed officer.