

4NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Trainee Chartered Property Surveyor			
Directorate: Commercial Delivery		Service: Property	
Post No:	Grade: 6	Date of Issue: Dec 24	
Responsible to: Senior Commercial Property Surveyor			

Main Purpose of Job:

To provide a professional service to ensure that the Council's commercial land and property portfolio is efficiently managed to protect the Council's capital investment, to promote employment opportunities and to generate capital and revenue surpluses.

Main Tasks/Duties/Responsibilities

1. To complete the level 6 apprenticeship for RICS Chartered Property Surveyor and RICS membership. Taking on the duties aligned to the level of completion of the training.
2. With the support of senior officers to inspect, survey, value, negotiate, report upon and conclude all cases allocated to the post holder, including acquisitions, disposals, easements, licenses, appropriations, insurance, purchase and blight notices, agricultural tenancies, telecom masts and residential feasibility studies.
3. To support the management of the Council's land and property in respect of lease renewals, rent reviews, assignments, new lettings and schedule of dilapidations.
4. To complete with support all types of work relating to the granting, surrender and termination of leases and marketing vacant property, including conducting viewings.
5. To support the end of year Asset Register valuation reports and once professionally qualified sign these off as a Registered Valuer.
6. To support officers negotiating covenant consent cases that have inbuilt "added value".
7. To monitor relevant targets and budgets for new lettings and lease renewals, in particular rent arrears and repayment plans.
8. Other general valuation, commercial surveying work and miscellaneous matters including estate administration.
9. To represent the service and give property advice at internal meetings of the council and meetings with outside bodies as required.

10 To keep updated with relevant legislation, government and council policy, case law, County and local planning policy, national and local property market trends, RICS guidelines and codes of practice and CPD requirements.

11. Implement and enforce under the guidance of the senior officers the Statutory Regulations to protect the health, safety and wellbeing of people e.g. Legionella, gas and electricity safety certification.

Occasional Tasks/Duties/Responsibilities

1. To investigate and establish land ownership cases.
2. To work alongside the Buildings and Maintenance officers to ensure an effective service delivery.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
7. To be familiar with the obligations and requirements of the Council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.
8. To be aware of and adhere to the Council's Safeguarding Children and Adults at risk of abuse and neglect policy.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.

