JOB SUMMARY

Post Title	General Practice Surveyor							
Job Family	Service Delivery	Pay Range	12	Line Manager to others?	Νο	Role profile ref	SD12	
Service Area	Property & Assets, Corporate Services Directorate							
Line Manager	Graeme Haigh, Strategic Head of Property Services and Asset Management							
Location	County Hall							

Job Purpose

To provide a professional, proficient and cost-effective property management function for the Isle of Wight Council to help ensure that the best use is made of the Council's land and property holdings. All work to be in accordance with professional standards and the Council's standards, policies and priorities.

Job Context

- To lead on estate management and landlord and tenant matters for the Council.
- Deliver a specialist general property service, which engages customers/stakeholders and enables them to make effective use of the service. Develop the service, using customer/stakeholder consultations to inform requirements. Ensure the service is delivered to the quality, organisational and professional standards required.
- Work with other professionals and service areas to provide a seamless support service. Liaise with other agencies on operational issues and to ensure effective service delivery.
- Ensure all required records and information are maintained correctly. Use technical knowledge and expertise to analyse information, identify areas of potential concern and recommend options/solutions. Research and evaluate current issues, developments, good practice and legislation changes in work area. Work with partner organisations as required.
- Assist the Strategic Head of Property services and Asset Management, Property & Assets and other
 property teams (Corporate Estate Management and Corporate Property Maintenance) as required with
 providing a professional, experienced and quality property service.
- Assist officers of the council on all Property Assets Team property matters as required, such as providing
 or (if appropriate) obtaining valuation advice, advising on title/leases/legal documents in association with
 colleagues in the Legal department, etc.
- Provide the property input to corporate projects as required, such as (but not limited to) major capital
 projects, acquisitions, disposals, the Council's accommodation strategy, service area property
 requirements and regeneration schemes.
- Provide a property management service dealing with the Council's rented out property portfolio, overseeing the invoicing of tenant's rents and service charges, liaising with tenants, and dealing with tenant-related issues such as assignments.
- To put in place and manage wayleave and easement arrangements for the Council.
- Undertake negotiations for rent reviews, lease renewals and new lettings as appropriate, whether as landlord or tenant. Appoint dilapidations surveyors and manage dilapidations issues as necessary.
- To represent the Council at a range of meetings and negotiations as necessary to deliver the above.
- As requested, to oversee the payment of rents on behalf of the Council.

Knowledge, Skills and Experience						
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable			
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific groups.	Negotiate new lettings, rent reviews and lease renewals, wayleaves, easements and/or property sales and acquisitions.	V				
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area,	A variety of General Practice property disciplines including property sales, acquisitions, planning and development work and/or property management and landlord and tenant work, in addition to other general property/estates matters such	V				

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(if left blank refer to left hand column) Educated to degree standard or equivalent. Relevant professional / vocational qualification. RICS status. Nay require relevant certifications including evidence of fluency in English language. Other Requirements		JOB SUMMARY		
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	Other Requirements			
Knowledge of the isle of Wight and its property market. (Desirable)	Knowledge of the isle of Wight and its prop	erty market. (Desirable)		

Experience of a local government environment. (Desirable)

Car owner and/or driver..(Desirable)

May be required to undertake additional duties as commensurate with grade and role