

Job description

Estates Surveyor (Strategy and Projects)

Property Services

The overall job objective is to advise on, support and deliver strategic property projects to optimise occupation and value from the significant property portfolios held by West Suffolk Council, also including day to day asset management.

This role will be based at both our Bury St Edmunds and Mildenhall offices. 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 service. At West Suffolk Council we positively encourage agile working, with work being an activity we do, not a place we go. Work styles are led by operational and organisational need and are jointly agreed between the manager and employee.

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 advise on and manage a variety of property assets, investments and developments to support the strategic, financial and operational objectives of West Suffolk Council. To include:

- Undertaking and/or supporting investment and development appraisals to support acquisitions, re-development of existing land and property assets, disposals and any other projects where the Council has an interest or involvement.
- Using highly developed communication skills to negotiate on behalf the Council with agents, developers, landowners and other public sector bodies in order to deliver projects and outcomes which support Councils growth and wider Service objectives.
- Provide considered, professional sound and strategically focussed advice and support to Members, colleagues and Services across the

Council.

- Present findings, advice and recommendations in both written report and verbal presentation formats to Senior Officers and Members. Such advice being provided in a clear and succinct manner, ensuring that any technical, legal, and property issues are easily understood.
- Understand the wider social, economic and environmental factors in providing commercially-sound advice.
- Develop relationships and partnership working with private, public, voluntary and community sector bodies on joint property projects of mutual interest and benefit.
- As part the team, play a leading role in developing and maintaining a comprehensive database of property market knowledge, transactions to support the provision of professional property advice. Collating and reporting benchmark information and key cost and performance drivers and reporting as required.
- Provide professional advice, where appropriate, to other services; for example, to assist the planning authority in making decisions for development control or policy setting.
- Clienting, liaising with, and providing information for, external advisers providing property and built environment related services to the Council.
- Taking responsibility, controlling and monitoring project budgets.
- Demonstrate 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.

January 2022