

Oxford City Council

Building a world class city for everyone

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Career Opportunity

Job Title	Senior Estates Surveyor	(Req No. 001791)
Service Area / Directorate	Regeneration and Economy	
Salary and Grade	G8: £40,696 to £41,679 per annum - (pro rata for part time)	
Contract	Permanent	
Hours per week	37	
Location	Oxford - St Aldate's Chambers	

The role

Oxford City Council is looking to recruit an experienced, dynamic senior estates commercial landlord and tenant management surveyor capable of working as part of a team and on individual projects. The role, Senior Estates Surveyor, sits within our Corporate Assets Team within the Regeneration & Major Projects Service

This position offers the opportunity of contributing towards the delivery of comprehensive commercial property management in respect of the Council's diverse property portfolio, commercial and operational (approx. 750 properties of which approx. 350 are retail).

The work is varied and requires a fully qualified experienced general practice RICS surveyor to contribute with an enthusiasm for work and a "can do" attitude. The work will involve mainly professional activities including rent review and lease renewal negotiations, tenant liaison. Depending on skill-sets there may also be opportunities for acquisitions, disposals, the preparation of valuations and marketing of vacant property, RICS Red Book, Rating, CPO as required.

The post-holder must demonstrate experience of working within a multi-disciplined practice, ideally with local authority knowledge and experience, be well organised, an excellent communicator, adaptable and flexible in your approach yet possessing strong negotiation and influencing skills and capable of utilising IT skills in a remote working environment.

About us

Oxford City Council prides itself on delivering high quality, cost effective public services. Oxford is a world class city and the Council has high aspirations for its services and employees. We are a multi-award winning Council and in May 2017 we were re-accredited at Gold level for Champion IiP status. Our other awards include the Institute of Revenues Rating & Valuation (IRRV) 'Excellence in Innovation (General)' winners 2017, Oxfordshire Environment Partnership (OEP) 'Best Food Waste Reduction and Collection System', and several 'Team of the Year' national and regional awards across our Service Areas. This builds on our previous success in achieving 'Council of the Year' in 2015. We are accredited with the Customer Service Excellence Quality Mark which helps us to ensure that the customer is always placed at the heart of everything we do.

With over 700 staff dedicated to delivering the best service possible to our communities this is an exciting time to be working in Local Government. We focus on improving outcomes for local people and you might be surprised at the range and quality of the services we provide.

We offer a fantastic range of staff benefits that include generous holiday (from 28 days a year plus bank holidays), local government pension scheme, subsidised leisure membership, discounted travel and flexible working in many roles. We offer well-defined opportunities through our learning and development programme. We also have an employee wellbeing programme, an employee assistance programme and support via our dedicated occupational health service.

How to apply

More information is available on the role profile document. Please read this document to ensure that you meet our requirements. More information about working for the Council, our values and vision, is available on our web site.

Applications should be made via our online application system (no CVs please).

For further information and how to apply online, please visit www.oxford.gov.uk

If you are unable to access our website please call **01865 252848**.

Note: For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history. Please ensure you explain any gaps in your work history.

Coronavirus information: It is intended to conduct interviews via a video conferencing platform such as Zoom or Jitsi; please contact us if this is not an option for you.

The successful applicant will be expected to work from home for the immediate future. They should ensure that they have reliable and secure wifi access; a suitable workspace and are prepared to undertake distance learning and training.

Closing Date: 29 July 2020

Late applications will not be processed

Interview Date(s): 10 August 2020

For an informal discussion about the post please contact Diane Phillips on 07483010448 or email dphillips2@oxford.gov.uk

We are an equal opportunity employer:

We value the diversity of our people and actively seek to have a workforce that represents the rich diversity of the community we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas, and would particularly welcome applicants from BAME communities. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.

Oxford City Council is not currently licensed as a sponsor and cannot employ migrant workers outside the European Economic Area and Switzerland under the Point Based System rules, issued by the UK Border Agency.





Role Profiles

Role information

Job Title	Senior Estates Surveyor	Position No.	HR use only
Position type	Permanent	Hours per week	37
Grade and Salary Range	G8: £40,696 to £41,679 per annum - (pro rata for part time)		
Location	Oxford		
Service Area / Directorate	Regeneration and Economy		
Responsible To	Corporate Asset Manager	No. of employees	0
Budget (£)	N/A	Assets	Responsibility in respect of the Council's commercial portfolio and assisting with the management of consultants, in accordance with the Asset Management Plan
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is politically sensitive		

Role purpose

- To be an effective member of the commercial property estates team delivering comprehensive commercial property management in respect of the Council's diverse property portfolio (approx. 750 properties of which approx. 350 are retail) and to contribute to the delivery and estates management of associated commercial estates management activities within the entire estate.
- To undertake client and tenant communication/consultation, commercial property management and to undertake professional activities mainly including rent reviews and lease renewal negotiations, although depending on skill set may also include acquisitions, disposals, the preparation of valuations and marketing of vacant property, RICS Red Book, Rating, CPO as required. Some of these may be of a complex nature.
- To be responsible for the effective implementation of allocated individual projects as required

Role responsibilities and main duties

To deliver support to the service area on delivery of the Corporate and Service business plans using appropriate organisational tools, policies and procedures in line with a Corporate Landlord approach.

This includes:

- Carrying out allocated rent reviews and lease renewals, some of which may be complex, in order to maximise income flows.
 - Assisting in the establishment and delivery of commercial property management services. Other tasks may include acquisitions, disposals, valuations (including Council house valuations under right to buy legislation and RICS Red Book Asset Valuations), appraisals and landlord and tenant, CPO, any other valuation work such as rating as required and depending upon experience and skill sets.
 - Providing professional advice to the Council on matters relating to the commercial portfolio property management, especially in relation to landlord and tenant roles and responsibilities.
 - Ensuring the involvement of and consultation with stakeholders in the delivery of services as required.
 - Assisting in the establishment and implementation of appropriate maintenance and improvement programmes for the Council's commercial property and other let portfolios as required.
 - Ensuring the implementation of good/best practice principles in the area of commercial estates /property management.
 - Carrying out day to day commercial property management duties, which include:
 - Working with Finance to ensure that all rents, service charges, insurance and other payments are correctly demanded, paid and collected when due, including enforcement when necessary.
 - Completing relevant database documentation relating to ownership and tenancies when required.
 - Dealing with landlord and tenant issues, including applications for consent to assign, sublet, alter and changes of use.
 - Undertaking inspections and ensuring landlords' and tenants' compliance with lease obligations.
 - If required, assisting in the preparation of marketing materials, and re-letting of any voids within the portfolio.
 - Providing the information required for budget forecasting, and KPI's.
 - Where required, ensuring that schedules of dilapidations, wants of repair and notices regarding breaches of covenant are dealt with promptly.
 - Liaising with tenants ensuring that a high standard of communication and service is achieved at all times.
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- Dealing with allocated property matters which may include negotiating release of covenants, temporary licence agreements, and easements.
 - Working to develop the Council's continued reputation as a successful Council.
 - Representing the Corporate Asset Manager / Property Manager as appropriate.
 - Undertaking such other duties and responsibilities as determined by the Corporate Asset Manager / Property Manager that are consistent with the level and nature of the post.
 - Monitoring service area delivery and support continuous service improvement, challenging existing practice and actively seeking ways of achieving greater outcomes and leaner delivery
 - Acting as ambassador for the service area both internally and externally representing the service area priorities and organisation initiatives as appropriate
 - Contributing to projects and service project teams as required
 - Supporting development & delivery of a system of continuous review and improvement within the Service so that 'traditional thinking' is challenged and innovation pursued.
 - The ability to work from home/ part of a remote team is essential

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Degree level and qualified as a RICS Chartered Surveyor (General Practice).	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Significant experience in commercial property portfolio estate management, valuation and negotiation of rent reviews and lease renewals within a Corporate Landlord framework.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience in ICT relating to property performance and budgetary management, team working with a motivating can do attitude	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A strong track record of providing advice on all aspects of Commercial Property Management services at a senior level within an organisation of comparable size and complexity or within a private practice environment.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Proven ability to successfully analyse complex issues and situations and provide practical and creative solutions.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of continuing professional development, property issues, opportunities, policies and legislative developments	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A proven track record in delivering tangible results and customer focused services working corporately, across boundaries and with external partners to achieve required goals.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Desirable Criteria	A	I	T	D
Experience of RICS Red Book Valuation, Rating Valuation, Asset Management Plan and managing commercial consultants	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Proven ability to operate effectively within a public sector environment with political acumen to develop productive working relationships with stakeholders	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.