

Senior Estates Surveyor

Department: Infrastructure, Housing and Environment

Division: Property

Reports to: Estates Manager

JE Reference: IHE1064

Grade: 11

JE Date: 19/4/2021

Job purpose

Overseeing, undertaking and advising on the management of Government property involving acquisitions, disposals, occupation, lettings and leasing of both land and property to maximise the operational and financial return from property as a corporate asset and achieve improved cost effectiveness and efficiency of public property.

Job specific outcomes

Undertake the role of professional property adviser to client Government Departments and the Corporate Asset Management Board ensuring best advice and guidance is offered to users regarding the implementation of strategies and plans, including matters such as the disposal and acquisition of property and development sites, and all types of completed development projects, leases, and lettings, ensuring operational effectiveness of the Government property estate.

Provide professional advice to the other functions within the Property directorate related to site appraisals and feasibility, valuation, cost analysis and negotiation of miscellaneous property contracts and construction contracts, informing strategic decisions that improve and maximise the financial return on investment and effectiveness management of the public property estate.

Review corporate property usage to identify opportunities for cost reductions or generation of revenue and optimisation of the use of and demand for property as a limited resource. Make recommendations for effective property management evaluating and assisting with the introduction of Service Level Agreements and encouraging best practice in managing departmental portfolios.

Undertake active monitoring of Government tenants and complete regular premises inspections, ensuring that lease agreement terms are fully adhered to at all times.

Take responsibility for negotiations involving acquisition, disposal, leasing, letting and rent reviews of Government property for client departments, ensuring compliance with set Government property transaction procedures within defined financial limits.

Lead research and monitoring of the local property market including the maintenance of a market information system ensuring that the relevant and most up-to-date information is used to inform property management decisions. Oversee the management of Government property management databases making sure these are updated, maintained and used effectively at all times.

Oversee on behalf of the Government the declaration, assessment, negotiation and appeal in relation to Government property in order to minimise the financial burden to the public in respect to Parochial rate assessments.

Advise and monitor Government departments regarding good estate management practice in relation to the establishment, development and monitoring of the Government property portfolio ensuring a consistent corporate approach to policy and procedures.

Assist the Estates Manager by oversee the work of the Estates Management Team in providing research and specialist professional advice to Senior Management and Ministers on all aspects of property use to support the development and delivery of Government strategic aims.

Coordinate within agreed budgetary limits the commissioning, overseeing and interpretation of external consultants' work involving the sale, letting or other instructions related to public property assets to ensure best practice and best value standards are achieved.

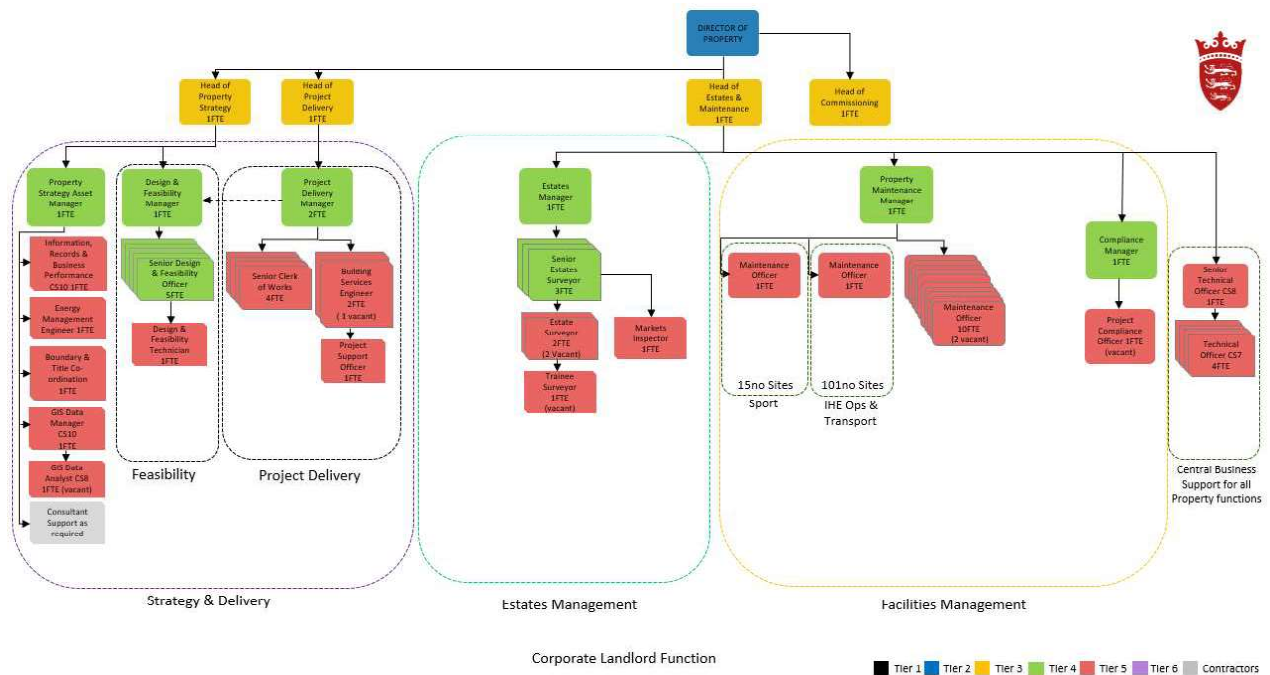
Manage on the job training for Estate Management trainees enabling them to reach the standards of professional competence required to become chartered professionals.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Degree in a relevant specialism and post graduate qualification or equivalent in Surveying or another Property related specialism</p> <p>Chartered membership of a related professional body (e.g. RICS)</p> <p>Level 5 management qualification or equivalent</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Specialist knowledge of estates management and property surveying.</p> <p>Detailed knowledge of Jersey's property, housing, planning, building bye-laws, compulsory purchase law, Data Protection and Freedom of Information legislation.</p> <p>Ongoing Continuing Professional Development to remain up to date with the latest methodologies and industry research and best practice and maintain their professional status.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Government practices.</p> <p>The departmental priorities, key objectives, risks and issues relevant to the department division and the role.</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package.</p> <p>Numerical skills and the ability to produce accurate management information</p> <p>Ability to analyse and interpret complex specialist data related to estates and asset management.</p> <p>User of Computer Aided Design software.</p> <p>Driving licence (Group B).</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills,</i></p>	<p>Good planning and organising skills.</p> <p>Problem solving, negotiation and influencing skills</p> <p>Confident decision-maker</p> <p>Ability to develop innovative approaches to</p>	

<p><i>ability to delegate, motivation or commitment etc.</i></p>	<p>service delivery</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance</p> <p>Strong relationship building skills</p> <p>Ability to present effectively, both verbally and in writing</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>A minimum of 5 years' experience in property management.</p> <p>A proven track record of achieving objectives on time.</p> <p>Experience of best practice within the area/s overseen as part of the remit of the role to make recommendations for optimisation and improvements.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities, attributes and behaviour indicators.

Organisational structure

