

Job Description



Service Area:	Assets & Commercial
Job Title/Grade:	Property Asset Surveyor (PO1-4)
Responsible to:	Senior Property & Asset Officer
Our Culture & Values:	All job roles at Rochford District Council require the post-holder to be flexible and proactive in their approach. Being customer focused and willing to maximise your potential at work are expected. We all work together to achieve the very best for our residents which sometimes means getting involved in projects and trying new tasks outside of your day to day job role. We love our staff to suggest new ideas and to have enthusiasm to try out new experiences.

Main Responsibilities

- To undertake duties as directed by the Senior Property & Asset Officer
- To provide professional Asset Management advice and service to the Council
- To support the Asset Management projects within the Council's Business Plan
- To support the work to identify Council assets and to work with Legal Services on the preparation of property and conveyancing documents, including lease negotiations
- To support the Senior Property & Asset Officer in the preparation of the Asset Management Plan
- To support the planned programming, monitoring and day to day schemes for works to the Council's assets
- To work with a flexible approach to prioritising workload, with changing demands upon the Asset Team.
- To ensure Council assets comply with applicable legislation and statutory checks
- Preparation of drawings, specifications and estimates for contracts for repair and maintenance of buildings, including liaison with clients, tenants and users
- Preparation of documents prior to quotation and tendering, contract documentation preparation, tendering, full contract administration service and liaison with contractors
- To carry out inspections and provide reports of the Council's assets as required
- To oversee the works or improvement, repair and maintenance to Council assets, including; site visits, inspection of work in progress, certifying variations and sign off at completion
- To agree variation orders, interim and final accounts with contractors
- To prepare technical and other reports as required for feasibility of adaptive re-use for assets
- To contribute to Council reports for Members at Council meetings



Main Responsibilities

- To assist the Senior Property & Asset Officer in the monitoring of the services budgets
- To attend emergencies that may arise outside normal office hours concerning the repair, maintenance and security of the Council's buildings and contact the officer 'on call' as appropriate
- To ensure that all works carried out meet the Council's requirements under health and safety and other appropriate legislation in relation to the office and the working environment
- Liaise and consult with external agencies, statutory undertakers, contractors, Elected Members, consultants and Council departments to ensure a connected approach to service delivery
- To investigate complaints or enquiries received by the Asset Management Service and to take necessary action
- To support the Senior Property & Asset Officer in the monitoring and implementation of flooding and drainage works
- Contribute to support maintaining the Facility and Asset Management database

Corporate Responsibilities

- To observe all of the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council's Safeguarding Policy.
- To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health and Safety at Work, etc. Act 1974 and the Council's Health and Safety Policy and procedures.
- To support the Council's Equalities & Diversity Policies.
- All staff may on occasions be required to support the Council to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.
- To contribute to project work arising from the Business Plan and to undertake any other reasonable duties as may be required from time to time by the Line Manager/Leadership Team.



Review

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the relevant Assistant Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

Signed (Postholder):

Dated:



Person Specification

Post	Property Asset Surveyor
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Essential Requirements

Qualifications

- Recognised Building Qualification / Degree (or working towards); or working towards professional membership
- Full Driving Licence

Knowledge and Skills

- Monitoring performance against objectives
- Commercial acumen
- Good working knowledge of Microsoft Office software, including Windows and Excel
- Good verbal and written communication skills, working under pressure to deadlines within minimal supervision

Experience

- Project planning, process/activity scheduling
- Interpreting scaled maps and drawings
- Researching and analysing information
- Appreciation of planning and building regulations

Ability

- Able to read and interpret scaled maps and plans
- Able to produce clear, fluent and concise correspondence and reports
- Able to prioritise work appropriately
- Able to work to deadlines and work under pressure
- Flexible, pro-active and adaptable
- Effective team working. Sharing ownership, team goals and workload
- Commitment to maximising potential and continuous improvement of self and of service
- Able to contribute positive suggestions and willing to take forward
- Able to establish and maintain effective relationships with people at all level
- Able to demonstrate a commitment to customer service



Desirable Requirements

Qualifications

- Building or Surveying related qualification or relevant demonstrable experience

Knowledge and Skills

- Working knowledge of Surveying, Facility and Asset Management Systems and Building Construction
- Knowledge of the District
- Working knowledge of building practices
- Working with administrative procedures and systems

Experience

- Maintenance management of a property portfolio
- Utilising assets for commercial outcomes
- Delivery of Capital Projects

Ability

- Estimating building work costs