## Job description

### Structure information

Job title: Estate Manager

Reports to job title: Head of Strategic Property

Directorate: Central Hub - Finance and Property

Division: Strategic Property

Section: Estates Team

Job identification number (JIN): 2000

### Job purpose

To exercise the function of the “Valuer” appointed or approved by the Director of Finance and Property in accordance with the delegations to Chief Officers.

To manage the council’s Commercial, Agricultural, Seafront, Operational, In-house and Corporate Landlord portfolios including those held by council delivery units, to promote the economic, environmental and social viability of the portfolios and optimise income, to support the council’s Medium Term Financial Strategy, and social value objectives and meet corporate priorities.

To undertake the Client role in relation to all contracted services including the out-sourced contracts for the management of the council’s commercial and agricultural investment portfolios.

### Principal accountabilities

1. To be responsible for the process of strategic asset management planning and development to secure the optimum use of the Council’s property assets within the Commercial, Agricultural, Seafront, Operational, In-house and Corporate Landlord portfolios including development and refurbishment proposals, disposals and acquisitions and Community Asset Transfer in conjunction with the Corporate Asset Management Plan and the strategic development of the Seafront aimed at improving economic and financial performance and identifying opportunities to achieve Social Value objectives. Support and contribute to corporate objectives as well as requirements of statutory legislation.Draft reports and research and develop ideas so that the Council has all available information to make decisions and act upon the Council’s resolution to ensure maximum benefit is derived from the service. Use professional skill and judgement in making delegated decisions on the management of the portfolio.
2. To act in the client role for the management of the Commercial and Agricultural property portfolios, identifying and evaluating options including assessing those presented by consultant surveyors and agreeing courses of action. To instruct consultant surveyors and solicitors to take further action in the pursuit of transactions or towards resolving property disputes.
3. To provide expert professional property advice and act on behalf of the council in all landlord and tenant issues to include lease renewals, rent reviews, dispute resolution, lease and licence negotiation, granting wayleaves, easement, consent for alterations, consent for alienation, lease termination, surrender negotiations, dilapidation negotiations, claims for statutory compensation and restrictive covenants, in accordance with the Scheme of Delegations.
4. To identify development opportunities and prepare for, organise and undertake freehold and leasehold disposals and acquisitions using a variety of resources including external consultants and auctioneers. The process will involve the identification of opportunities, obtaining planning advice, assessing disposal and acquisition options, undertaking valuations, preparing reports for Committee, selection of the marketing approach and appointing agents. To action break clauses, undertake surrender negotiations, provide advice on development sites and attend internal project teams.
5. To exercise the function of the “Valuer” appointed or approved by the Executive Director of Economy, Environment and Culture in accordance with the delegations to Chief Officers and provide professional valuation advice for asset management, asset valuations (in accordance with IFRS), insurance, disposal or development purposes. Valuations will include Depreciated Replacement Cost, Market Value, Existing Use, Residual valuations, rental valuations or other valuation approaches as appropriate.
6. To manage and monitor all revenue expenditure and income budgets and capital budget relating to the Estate Team, maintain records and participate in Targeted Budget Management including income forecasts. Measure and record performance and report on progress and outputs.Make bids to appropriate maintenance and capital budgets ensuring the portfolio is maintained in good repair and safe for use.
7. To manage the Estates Team including undertaking appraisals, 121’s and team development initiatives and training. Identifying good working practices and maintaining a practical manual of working procedures and work progress monitoring system.
8. To procure and manage external consultants for the provision of advice and services in relation to the strategic asset management and property management of the portfolios.To maintain a constant review of service provision, performance and contract conformity to ensure value for money.
9. To deliver the One Public Estate Programme (OPE) Management function for the OPE partnership to include the strategic management of OPE development projects, the submission of bids for grant funding to support the development of housing and employment space and compliance with reporting requirements.
10. To deliver the City Downland Estate Plan (CDEP) Programme Management function to implement the City Downland Estate Plan working with internal and external stakeholders including the Downland Advisory Panel to deliver CDEP objectives.
11. Maintain property information records for ownership and compliance on the Property Terriers, information systems and databases in compliance with GDPR.
12. To respond to property queries from the public, outside organisations, elected members, client officers and departments, investigate or initiate investigations as necessary and satisfy any need for further action in relation to property ownership, encroachment, party wall issues, Freedom of Information requests etc. Provide property advice to advice on procedures, delegated powers and protocols relating to property decisions. To carry out as necessary consultation and complete formal reporting when required.

### Health and Safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

### Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

## Person specification

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### Essential criteria

#### Job-related education, qualifications, and knowledge

* A qualified Commercial Property Surveyor and a Member or Associate Member of the Royal Institution of Chartered Surveyors (RICS) and RICS Registered Valuer.
* Thorough knowledge of valuation methodology and an understanding of the RICS ‘Red Book’, the Chartered Institute of Public Finance and Accountancy (CIPFA) and International Financial Reporting Standards (IFRS) rules.
* Comprehensive knowledge of the legislation and case law governing commercial tenancies and other relevant legal requirements. Comprehensive knowledge of constructing and forfeiting leases.
* In depth knowledge of procurement and employing consultants both on ad hoc agreements and term contracts.
* Commercial awareness in the field of commercial property estate management, strategic asset management and service procurement and developing management systems for cost controls in service provisions.

#### Experience

* Experience at a senior level in the management of a commercial portfolio, with extensive experience of:
  + Valuation
  + Landlord and Tenant matters
  + Estate Management
  + Business rating
  + Leases and other contractual arrangements
  + Property law
  + Agency
  + Property development
* A successful record of providing high quality customer focussed services.
* Experience of working in politically sensitive areas, communicating effectively with a range of stakeholders to secure support and decisions.
* Experience of effective and innovative leadership in managing, motivating and developing a professional team. providing a full range of professional property services.
* Experience of formulating, monitoring and controlling budgets including service charges.

#### Skills and abilities

* Excellent communication and negotiating skills including the ability to present ideas, plans and draft documents clearly to clients and outside agencies, using the spoken and written word.
* Ability to relate to clients, consultants, contractors, central and other local authorities, councillors and the public, understanding their different points of view and developing those relationships (where appropriate).
* Ability to use experience, skill and judgement to solve problems and take decisions.
* Ability to manage change including the generation of new ideas, alternative options and to develop realisable strategies and be proactive.

#### Health and Safety knowledge

* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

#### Diversity and inclusion

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.