

Disposals & Acquisitions Surveyor – Grade 12

Job purpose

Economy and Infrastructure services provide advice and support to the Council and community of Kirklees. Among other things the Service under the Head of Corporate Landlord and Capital is responsible for the strategic leadership and management of the Council's land and property assets.

The Disposals & Acquisition Team provides advice to the Council on the management and development of those assets – including the disposal of assets which have been identified as surplus and so available for disposal. The team also contributes to the Council's regeneration projects and initiatives, major/minor highway improvement schemes and housing projects. In addition the team has responsibility for the management of the Council's commercial estate of 400 property leases and over 700 land leases.

The Disposals & Acquisitions Surveyor will be based in this Team undertaking, and advising on, the disposal of the Council's surplus land and property assets as well as providing advice on strategic land and property matters. As part of this role you will be expected to support and provide advice on the implementation of major regeneration schemes being undertaken throughout Kirklees as well as supporting other corporate initiatives proposed by the various Council services. You will be expected to play a role in a number of multi-disciplinary teams bringing forward major schemes including town centre renewal, retail development, commercial development and housing projects.

You will act as adviser in relation to the Council's land and property assets as they are affected by the various projects. You will be expected to appoint external consultants to provide specialist advice when required, ensuring that the work is undertaken on the best terms for the Council. You will also be expected to certify property transactions and be accountable for the discharge of the Council's statutory duties relating to the disposal and acquisition of land and property.

This role is based within Economy & Infrastructure.

Find out more about [working for Kirklees](#).

Key areas of responsibility

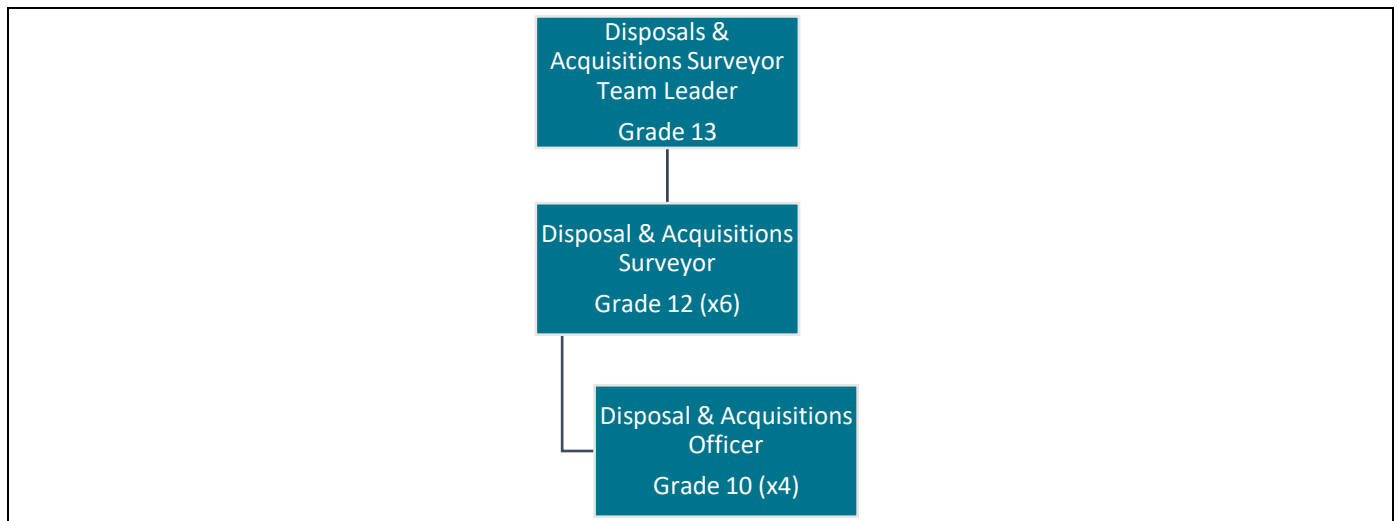
You will need to work effectively with minimum or no supervision and have significant skills, knowledge and experience to ensure that projects are successfully completed on time. Extensive professional experience, strong negotiation, consultation and influencing skills are essential for this, as is the ability to build, maintain and manage effective working relationships with stakeholders, clients and partners through regular communication. You will also be responsible for ensuring that the service is delivered in line with agreed contracts, policies and procedures.

You will also need to keep up to date on all developments in working practices and/or legislation which may have an impact on the duties of this job and take appropriate action to ensure compliance at all times.

Key result areas/outcomes:

- Provide effective negotiation skills and valuation advice on various complex projects, land and property disposals and acquisitions in order to support the Council's key regeneration, housing and other capital investment schemes.
- Provide effective certification of property transactions and proper accountability is taken for the discharge of the Council's statutory duties in relation to the disposal of land and property assets.
- Provide an effective development advice service on all aspects of land and property development including site assembly, planning and legal aspects.
- Provide effective management of the Council's portfolio of commercial property and land holdings to achieve maximum letting potential and rental income.
- Ensure a programme of asset and insurance valuations is completed on an annual basis.
- Provide an effective professional manner to a high standard to ensure that all cases are dealt with to a consistent standard.
- Provide effective technical support to other Council Services by advising on the preliminary stages of schemes as well as providing budgetary and financial advice, particularly in relation to land disposal, acquisition and compensation, and landlord and tenant matters.
- Provide effective post-project support particularly in relation to compensation, re-housing, relocation of displaced businesses and management of acquired premises and ensuring that high standards of customer care are maintained.
- Provide a high level of customer focus by developing and maintaining a positive working relationship with local residents, tenants, local councillors, other Services, colleagues, customers and partners to ensure Service objectives and standards are delivered in a courteous and professional manner.
- Provide technical support to other officers in the Service, particularly in the use of information technology, to improve service delivery and understanding of various computer based programmes.
- Identify and achieve personal targets and development needs to ensure an effective contribution to organisational goals.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Full professional qualification in a surveying discipline (MRICS) with considerable post qualification experience.	Essential
Proven record of service delivery to an agreed level of performance and standard.	Essential
Experience of managing customer expectations.	Essential
Knowledge and understanding of the law relating to land and property and valuation methods.	Essential
Ability to certify property transactions.	Essential
Experience of providing financial advice for budgeting purposes.	Essential
Ability to communicate effectively at all levels.	Essential
Experience of working in a multi-disciplinary team to achieve specific project aims.	Essential
Experience of preparing reports for consideration by cabinet.	Essential
Experience and skill in negotiating effectively to obtain the best consideration for the Council in the sale of its land and property assets and in other related land and property negotiations.	Essential
Experience of professional practice surveying including the preparation of valuation reports, applying valuation and good estate management principles and practice, making judgements and communicating effectively.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This job requires you to work flexible hours, including occasional evenings and weekends. You may also be required to travel to various locations in order to carry out the duties of the job.

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category		Grading ID	
Job ID		Last Updated	
Job Focus		Career Progression	

Contractual Variants

DBS Category		DBS Type	
Health Check		Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	
Checked by HR			