

# Disposals & Acquisitions Surveyor – Grade 12

## Job purpose

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.

You 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.

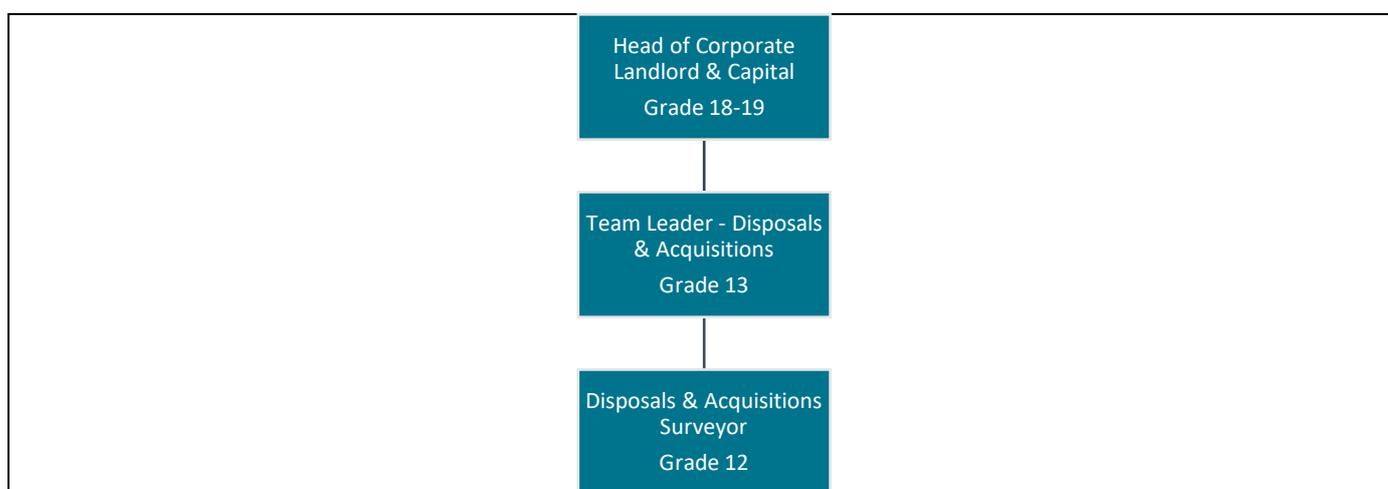
This role is based within [Growth and Regeneration](#). Find out more about [working for Kirklees](#).

## Key areas of responsibility

- Provide effective negotiation skills and valuation advice on various complex projects, land and property disposals and acquisitions 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 program 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 councilors, 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 programs.
- Identify and achieve personal targets and development needs to ensure an effective contribution to organisational goals.

## Position of job in organisational structure



## Employee Specification

<b>Knowledge, qualifications, skills and experience</b>	<b>Shortlisting criteria</b>
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

<b>Knowledge, qualifications, skills and experience</b>	<b>Shortlisting criteria</b>
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
Travel to various locations in order to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (Exceptions can be made for disabled applicants).	Desirable

## 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 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	Planning & Building Services	Grading ID	62620
Job ID	80100480	Last Updated	September 2022
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No



DBS Category	No	DBS Type	No
Checked by HR	M Lunn		