

**Northumberland County Council
JOB DESCRIPTION**

Post Title: Principal Surveyor (Estate Management)		Economic Development and Growth - Strategic Estates		Office Use
Band: 10		Workplace: County Hall		JE ref: 4589 HRMS ref:
Responsible to: Strategic Estates Manager		Date: September 2025		
Job Purpose: • Providing a comprehensive and professional strategic estate management service, including policy development in respect of all land and property assets • To lead on completion of complex property transactions • To provide effective co-ordination and management to meet business targets and performance management. • To make a positive and effective contribution to the corporate management of the authority				
Resources	Staff	• Reporting to the Strategic Estates Manager but direct management and work coordination of a team of professional and project staff including: Graduate Surveyors (Band 5), Surveyors (Band 7) and Senior Surveyors (Band 9). • Management of external consultants when required.		
	Finance	• Responsible for budget management and controlling expenditure against forecasts within the area of responsibility • Management of the Council's extensive property portfolio generating annual rental income and delivering on capital receipts targets in line with MTFP. • Deliver the Council's Asset Management Framework and Estates Strategy to ensure that the Council's assets are managed as a corporate resource to meet corporate priorities and operational and service needs, to reduce the Authority's impact on the environment and to deliver required outcomes for local communities • Advise and support the Council on complex estate strategy/management, land acquisitions and disposals as part of economic regeneration plans • Effectively manage service contracts and service level agreements with service groups, contractors, clients and community partners.		
	Physical	• Responsible for Estate Management Services including advising on statutory responsibilities. • Contribute to the Corporate Landlord responsibility for the effective management of all property and land assets for the Council.		
	Clients	• Delivery of services that have a significant impact upon service users across the Council for the general wellbeing and safety of those who use the service and the general public. • Leading on working with Service Users to develop a fit for purpose, sustainable property estate that meets the needs of users		
Duties and key result areas: • To deputise for the Strategic Estates manager as required • To manage and lead on complex property transactions including: development transactions, acquisitions, disposals and transfer of Council's assets (including Community Asset Transfers) in line with the Council's strategic objectives and current legislation. • To be responsible for manging property disposals in accordance with the agreed asset management framework and the council's targets for capital receipts ensuring an end to end process. • To actively manage the council's surplus property in accordance with the asset management framework by minimising holding costs, and maintaining positive momentum in the disposal pipeline. • To proactively ensure the Council's responsibilities as landlord are met through the implementation of all lease terms, including rent reviews in accordance with professional best practice and current professional standards. • To provide professional and technical advice at all levels of the Council in relation to the Council's responsibilities as landowner including changes to legislation • To ensure appropriate processes are in place to minimise the cost of retaining land and buildings, including implementation of appeals in respect of Business Rates and Council Tax.				

- To complete or sign off market valuations as required
- To support Finance colleagues with ensuring the appropriate valuation and accounting processes are in place in to ensure compliance with RICS Valuation Standards and IFRS.
- Maintain effective management, communication systems and processes within the service and, in conjunction with senior colleagues, ensure that employees, at all levels, are fully aware of their respective roles, functions and responsibilities and changes to legislation or Council policies.
- Continuously promote effective partnership arrangements, for the delivery of high quality services, through effective and constructive relationships with colleagues and external contacts.
- To work as required with Cabinet, the Executive, and Ward Councillors and keep them advised and informed
- To be responsible for the identification of opportunities for 'value for money improvements', in property usage and to monitor and report on the performance of all property assets, including bringing forward rationalisation proposals for the properties.
- As a member of the Strategic Estates Management Team to fully participate in the corporate planning and management processes for the service and to deputise for the Strategic Estates Manager as required
- To manage procedures for ensuring that asset data records required to inform co-ordinated and pro-active management of the Council's land and property portfolio are maintained and updated in response to estate management activity
- To implement strategies and plans for collaborative working with neighbouring authorities and potential partner organisations to deliver efficiencies and improved outcomes for communities, and to pursue opportunities to share property with other local agencies and community groups to promote efficiencies and improve services
- Promote ongoing good relations with all other Service Groups of the Council with a view to achieving the most effective performance of its functions to achieve a co-ordinated approach to the development and provision of services.
- Actively promote the role of the service and Council in relation to its service activities and policies at local, regional and national level as appropriate.
- To lead and direct the human (including sub-contractors), physical and financial resources of the service to cost effectively achieve service and corporate objectives.
- Ensure that services operate effective performance management procedures and that both staff and service development is fully supported through appraisal, training and development.
- Continuously motivate teams and individuals by providing clear delegation and direction, always maintaining positive relationships with employees.

Work Arrangements

Transport requirements:	Involves extensive travel to land work sites, area offices or training venues throughout the County and further afield on occasion.
Working patterns:	Normal office hours but flexi-hours may apply, if staff provide cover. Standby or call out arrangements may apply.
Working conditions:	Predominantly office based but with the ability to work from home but with some regular exposure to working outdoors.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Principal Surveyor (Estate Management)	Director/Service/Sector: Economic Development and Growth - Strategic Estates	Ref: 4589
Essential	Desirable	Assess by
Qualifications and Knowledge		
• Degree level or equivalent suitable evidenced experience. • Relevant property related professional qualification e.g. RICS • Evidence of recent relevant Management Training or Experience • Evidence of working in a commercial environment • Thorough understanding of relevant legislation, regulations and professional best practice. • Thorough understanding of contemporary issues within the service. • Evidence of continuing professional and managerial development.		
Experience		
• Recent extensive experience and consistent successful managerial achievement within an organisation of comparable scope and complexity. • Experience of leading on Strategic Estates matters and sitting on relevant Project Boards for regeneration or major capital investment initiatives. • Experience of leading on complex land acquisitions and disposals as part of town and economic regeneration plans involving both private and public sector partners in a commercial environment. • A demonstrable track record of leading and managing technical teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners. • Experience and demonstrable success in the management of change and of securing the support of others in the process. • A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.		
Skills and competencies		
• Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the staff and fostering a positive organisational culture. • Ability to operate effectively within the democratic process and to develop productive working relationships with Council Employees and Members that command respect, trust and confidence. • Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular. • Strong analytical skills and an excellent aptitude for developing innovative solutions to complex property problems. • Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions. • Well developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others. Customer orientation and core skills. • Financial and commercial awareness.		

- Well developed IT skills and awareness. - Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders.		
Physical, mental and emotional demands		
- Normally works from a seated position but with regular need to walk, bend or carry items. - Need to maintain general awareness with some lengthy periods of enhanced concentration. - Extensive contact with public/clients in dispute/negotiations with the Council.		
Motivation		
- A corporate orientation and a commitment to tackling issues in a non-departmental manner. - Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders.		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others
e.g. case studies/visits