

# Job Pack

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**Estates  
Surveyor**



Lewes District Council



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## Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

***“The best of town, country and coast”***

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**We are able to offer our staff a range of benefits and access to discounts as follows:**

- Membership at local leisure centres who are part of Wave Leisure across the District and Borough.
- Kaarp Benefits which are only available to Local Government employees and includes between 3 and 4.5% savings at supermarkets when purchasing a gift card as well as savings on attractions and discounts on many other things.
- Chorus Workplace Savings Scheme
- Boundless which includes up to 10% off high-street and supermarket goods through discounted pre-paid shopping cards.
- CSSC which includes free entry to a number of tourist attractions and a free tastecard as well as discounted cinema visits and 4% saving on supermarket shopping through pre-paid shopping cards.
- Public Sector Discounts – by paying £9.99 for a Black Card £2.99 staff are able to access discounts such as 2.5% cashback – ASDA, 3.5% cashback – Sainsbury's, Waitrose and M&S, 4.5% cashback on B&Q and Primark and 5% cashback – Boots, Carpetright, Clarks, feelunique, Halfords, Harvester, John Lewis, National Express, New Look, River Island, Body Shop, Nike, The White Company, The Works, Waterstones, Wilko etc.
- Easit – the Councils have joined the Queens Award winning easitNETWORK group through which we hope to influence travel behaviour in the area by providing a full range of transport options to encourage staff to adopt more sustainable commuting habits. EasitNETWORK is a social enterprise, not for profit organisation that is all about sustainable travel. Our staff can benefit from many transport discounts including 15% discount on Southern rail journeys across the network (except central London zones 1,2,+ 3); including peak time travel; 10% discount at Halfords on all bikes, cycling accessories, servicing and parts; 15% discounts on monthly and annual bike insurance and 25% discount on new, electric, folding Beat Bikes.
- Eyesight tests vouchers are available for all drivers and computer users which include a discount off selected glasses and when glasses are required solely for VDU use.
- Vouchers for fully funded flu vaccinations through Boots which staff can redeem, arrange and book at a participating Boots Pharmacy of their choice.
- Cyclescheme - The UK's leading provider of the cycle to work scheme and the founding member of the Cycle to Work Alliance. It enables our staff to get a bike tax-free, saving between 25-39%. Participants can choose from over 2,000 retailers and enjoy the ability to shop in-store or online.

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- We also understand that balancing everyday life together with the requirements of work and home can create pressures for all of us. To support our staff in achieving this balance we have an Employee Assistance Programme (EAP) in place. Our EAP is currently provided by Health Assured an independent external organisation who work to a robust professional code of strict confidentiality.
  - They offer both emotional and practical support to our staff when they feel they need it. They also have qualified legal advisors who will assist with any legal matters. They will provide advice and guidance on matters such as writing a will, tenancy and housing concerns, divorce procedures, boundary disputes, probate costs, motoring issues, property and partnership rights and immigration information.
  - Our EAP is available 24/7, 365 days and year. As part of this service we are also able to offer staff access to an app where they can find useful articles and webinars alongside an enhanced set of wellbeing tools and engaging features to support wellbeing and wellness.
  - Within the Councils we have a number of staff trained to provide 'first aid' to staff experiencing mental health issues. Mental Health first aiders are trained to listen, reassure and respond, even in a crisis – and even potentially stop a crisis from happening.
  - They are able to empower others to access the support they might need for successful management of symptoms. This could include self-help books or websites, accessing services via their GP, the EAP, other support groups and more.

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# Job Description

<b>Post Title</b>	<b>Estates Surveyor</b>
<b>Service Area</b>	<b>Property and Development</b>
<b>Team</b>	<b>Property and Asset Management</b>
<b>Grade</b>	<b>E/F</b>
<b>Reports to</b>	<b>Property and Assets Manager</b>
<b>Date prepared</b>	<b>Updated April 2022</b>

## Job Purpose

- To work across both Eastbourne Borough Council (EBC) and Lewes District Council (LDC), contributing to the councils' Corporate Plans and strategies.

### Level 1

- Day to day management of the councils' property portfolios including all estate management activities relating to the councils' duties as landlords, providing professional advice as required.
- To provide valuations, analysis and other support on property transactions and projects when required.

### Level 2

The above plus:

- To assist in implementing the councils' Asset Management Plan
- To assist in the acquisition and disposal of assets.
- To undertake or oversee complex valuations of property and land.
- To provide professional advice on all complex property transactions, including Compulsory Purchase Orders.

## Key Tasks

### Level 1

1. To manage the commercial property portfolio across both EBC and LDC, including negotiating leases, licences, terms of occupation, dilapidations, rent reviews, service charge calculations, landlord and tenant consent applications, easements, wayleaves and liaison with statutory authorities.

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2. To increase the councils' income from its property portfolio; marketing empty properties, identifying prospective tenants, providing analysis and preparing reports and proposals and coordinating property acquisitions and disposals processes.
  3. To seek opportunities to increase the councils' yield in line with service targets.
  4. To coordinate a programme of regular property inspections on all corporate property assets.
  5. To manage insurance claims on both the operational and non-operational estates in conjunction with the councils' Insurance Officer(s) on behalf of the councils.
  6. To assist in the administration, development and use of the asset management and information system and to update the councils' property records and systems as necessary.
  7. To contribute to briefings and reports regarding estate management issues for senior managers.
  8. To provide project management support and expertise on a range of projects in support of the councils' main aims and objectives.

## **Level 2**

### **The above plus:**

1. To assist in implementing the councils' Asset Management Plan.
2. To assist in the acquisition of assets to increase income.
3. To identify surplus or underutilised property for disposal and manage the disposals process.
4. To provide complex valuations of the councils' properties.
5. To provide effective, strategic estates management advice to both councils.
6. To help to supervise and develop other Estate Surveyors in the team.

### **Corporate Accountabilities**

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the councils' purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the councils' activities.
4. To understand and apply the councils' Data Protection and Data Quality policy and procedures.

5. Any other duties commensurate with the nature of the post.
6. To cover absence of other team members as appropriate.
7. You will be required to support the councils' corporate priorities and to ensure business continuity (e.g. emergency response, elections, deployment to critical services).
8. Lewes District and Eastbourne Borough Councils are committed to safeguarding and promoting the welfare of children and adults at risk. The Corporate Safeguarding Policy and Procedures provides a framework within the councils, setting out responsibilities in relation to safeguarding and promoting the welfare of children and adults at risk.

The policy applies to all employees, councillors, volunteers and service providers that are commissioned by the council.

9. This role is considered to be safety critical and will therefore be subject to the councils' drugs and alcohol policy which is contractual. The policy is available in full to all staff appointed to this role and will be applicable for the duration of their employment in this or any other role considered to be safety critical.
10. To work within the councils' Core Competency Framework. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

### Core Competencies

<b>Sharing the Vision - Shaping the Future</b>	<ul style="list-style-type: none"> <li>• Understands the Council's purpose, context, goals, objectives and values, and is willing to behave consistently with them.</li> <li>• Knows the strategic direction of the Council and acts in support of it.</li> </ul>
<b>Communicating Well</b>	<ul style="list-style-type: none"> <li>• Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally.</li> <li>• Works positively to gain understanding from others.</li> </ul>
<b>Driving Improvement Performance &amp; Results.</b>	<ul style="list-style-type: none"> <li>• Takes responsibility and ownership for decisions, actions and results.</li> <li>• Takes actions to improve skills, knowledge and level of contribution.</li> <li>• Seeks and delivers high standards for self, team and Council</li> </ul>
<b>Self Management</b>	<ul style="list-style-type: none"> <li>• Self motivated and professional.</li> <li>• Is organised and uses time and technology efficiently.</li> <li>• Adopts a flexible approach to change</li> </ul>

<b>Delivering for our Customers</b>	<ul style="list-style-type: none"> <li>• Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction</li> </ul>
<b>Working Together</b>	<ul style="list-style-type: none"> <li>• Actively contributes to team working, sharing information, valuing the input of others.</li> <li>• Works co-operatively and is committed to building, productive, positive relationships.</li> <li>• Demonstrates commitment to achieving overall team objectives</li> </ul>

**This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.**

## PERSON SPECIFICATION

### QUALIFICATIONS

<p><b>Essential</b> <b><u>Level 1</u></b></p> <ul style="list-style-type: none"> <li>• Royal Institution of Chartered Surveyors (RICS) recognised degree or equivalent qualification in a relevant field.</li> </ul>	<p><b>Desirable</b> <b><u>Level 1</u></b></p> <ul style="list-style-type: none"> <li>• Post qualification experience in an asset or estates management role</li> </ul>
<p><b><u>Level 2</u></b></p> <ul style="list-style-type: none"> <li>• Member of Royal Institution of Chartered Surveyors (MRICS) or relevant professional qualification with at least two years post qualification experience in an asset or estates management role.</li> </ul>	<p><b><u>Level 2</u></b></p> <ul style="list-style-type: none"> <li>• Educated to degree level with MRICS.</li> </ul>

### TRAINING

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Evidence of relevant continuous professional development within public sector estate management.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Project management training.</li> </ul>
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## SKILLS & ABILITIES

<p><b>Essential</b> <b><u>Level 1</u></b></p> <ul style="list-style-type: none"> <li>• Able to undertake landlord and other inspections of land and property including providing schedules of dilapidations.</li> <li>• Ability to make sound judgements and recommendations.</li> <li>• Can produce high quality, evidence-based advice, reports and briefing notes for internal and external stakeholders and partners.</li> <li>• Financial and commercial awareness with strong analytical and IT skills</li> <li>• Ability to work under pressure, often to tight timescales, and effectively manage own time.</li> </ul> <p><b><u>Level 2 – above plus</u></b></p> <ul style="list-style-type: none"> <li>• Ability to undertake valuations in line with RICS Valuation Standards and commercial negotiations.</li> <li>• Ability to translate strategy into effective and efficient policies and workable solutions.</li> <li>• Experience of property-related software such as GIS, CAD and asset management software</li> </ul>	<p><b>Desirable</b> <b><u>Level 1 &amp; 2</u></b></p> <ul style="list-style-type: none"> <li>• Able to use property related software such as GIS and CAD</li> <li>• Political and social awareness</li> <li>• Good stakeholder relationship building skills</li> </ul>
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## KNOWLEDGE

<p><b>Essential</b> <b><u>Level 1</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge and experience of effective estate management processes and practices including lease and property management, data quality and handling, and analysis of information.</li> <li>• Good knowledge of the legislation related to managing property risks, including extensive experience of a diverse range of property estates and buildings.</li> </ul>	<p><b>Desirable</b> <b><u>Level 1</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of the property needs of local authorities and knowledge of the key issues facing local government.</li> <li>• Awareness of the Landlord and Tenant Act 1954 and legislation related to managing property risks.</li> <li>• Understanding of good data practices in the context of property management.</li> </ul>
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<p><b><u>Level 2 – above plus</u></b></p> <ul style="list-style-type: none"> <li>• Good understanding of the data required to support good estate and asset management.</li> <li>• Excellent knowledge of estates management business processes and activities.</li> <li>• Excellent knowledge of the Landlord and Tenant Act 1954 and legislation related to managing property risks.</li> </ul>	
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**EXPERIENCE**

<p><b>Essential</b></p> <p><b><u>Level 1</u></b></p> <ul style="list-style-type: none"> <li>• Experience undertaking the day to day activities across a property portfolio relating to the duties of landlord.</li> <li>• Project management experience in a multi-agency environment</li> </ul> <p><b><u>Level 2 – above plus</u></b></p> <ul style="list-style-type: none"> <li>• Project management experience across a range of partners and stakeholders and the demonstrable application of project management techniques to include identifying and setting targets, critical path management and identifying milestones.</li> <li>• Experience identifying investment and development opportunities and formulating and implementing strategies to increase income, rationalise the councils’ property portfolios or reduce landlord liabilities.</li> <li>• Experience developing industrial, commercial and residential property with the experience and ability to undertake valuations and commercial negotiations.</li> </ul>	<p><b>Desirable</b></p> <p><b><u>Level 1</u></b></p> <ul style="list-style-type: none"> <li>• Experience of property performance indicators and targets.</li> <li>• Experience of asset management and information systems.</li> </ul> <p><b><u>Level 2 – above plus</u></b></p> <ul style="list-style-type: none"> <li>• Experience of diverse public sector property estates and buildings, including the challenges facing local government and other public sector partners.</li> <li>• Experience of working within a Corporate Landlord model.</li> </ul>
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<ul style="list-style-type: none"> <li>• Experience supporting debt management through the implementation of the arrears policy.</li> <li>• Experience of asset management and information systems.</li> </ul>	
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**PHYSICAL, LEGAL AND OTHER REQUIREMENTS**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Ability to work under pressure, often to tight timescales, effectively manage own time and be. results driven and self-motivated</li> <li>• Willingness to work within the councils’ core competency framework</li> <li>• An engaging, enthusiastic and positive manner with a strong “can do” approach</li> <li>• Ability to travel across Lewes District and Eastbourne Borough.</li> <li>• Able to undertake landlord and other inspections of land and property working at height and/or in confined spaces.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

***All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.***

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# TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

## Duration

This is a permanent contract.

## Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band E/F.

## Salary

The spinal column points (SCP) for the post are as follows:

SCP 25	£36,363	SCP 30	£40,777	SCP 35	£46,142
SCP 26	£37,280	SCP 31	£41,771		
SCP 27	£38,220	SCP 32	£42,839		
SCP 28	£39,152	SCP 33	£44,075		
SCP 29	£39,862	SCP 34	£45,091		

## Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

## Place of Work

This role is hybrid working. Your normal place of work will be a mix of office and working from home. You will be required to work from our offices in Eastbourne, Lewes or Newhaven, or such other places within the boundaries of Lewes District and Eastbourne Borough as may be reasonably required.

In particular, you will be required to;

- Budget for travel costs in accordance with the Travel.
- Budget for and cover all postage costs (including return postage from Councils sites to your home) for all IT and other work equipment, when this needs to be replaced or updated. This includes but is not limited to, your work phone/headset and your laptop, such as for updates to software that need your laptop onsite connected to the LAN.

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### **Probationary Period**

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

### **Casual User Car Mileage**

You will be entitled to mileage as a casual user on official business. This mileage is reviewed annually.

### **Annual Leave**

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 26 days. This increases to 30 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

### **Notice Period**

The contract of employment applicable to this post will specify a minimum period of **two** calendar months to be given by either side.

### **Pension**

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2026 are:

<b>Pay Range</b>	<b>Contribution</b>
Up to £18,400	5.50%
£18,401 to £29,000	5.80%
£29,001 to £47,300	6.50%
£47,301 to £59,800	6.80%
£59,801 to £84,000	8.50%
£84,001 to £119,100	9.90%
£119,101 to £140,400	10.50%

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The pay ranges will be increased each year from 01 April in line with inflation. Based on the salary for this role, the contribution will be 6.5%