Estates and Valuation Manager

Grade 13

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and the people of Staffordshire
* Courageous – We recognise our challenges and are prepared to make courageous decisions.
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Strategic Property is responsible for ensuring that Staffordshire County Council has a safe, efficient, and cost effective corporate and maintained schools’ estate. It develops and delivers a property strategy and asset plan for corporate properties and schools to manage the estate to suit the changing needs of a dynamic and diverse organisation. It implements changes via acquisitions and disposals and development of council property and maintains the estate in a safe and usable condition. It does all this set in a context of the larger public estate working closely with partners looking at overall service provided and property efficiency.

**About the Role**

Leading a team of professionals, the Estate and Valuations Manager is responsible for the provision of technical advice relating to the valuation of property across whole of the County Council including schools.

The role will deliver the best value for the County Council by negotiating complex sales and provide technical expert advice to the Assistant Director for Commercial and Assets, committee boards and cabinet to assist in strategic property decision making.

Reporting Relationships

Responsible to: Head of Corporate Assets

Responsible for: Principal Assistant Valuer and an Interim Rating Surveyor

Key Accountabilities:

* Responsible for the estates and valuation function, managing a team of professionals, providing technical advice in relation to the County Council property in accordance with best practice and industry standards.
* As the lead technical expert or via the management of external independent appointments, ensure timely and accurate property valuation advice is provided to the Council’s Property Committee and officers to enable key decisions to be made.
* As the lead technical expert, be responsible for ensuring the timely production of advice and guidance to Property Committee and Cabinet on property transactions, to enable key decisions to be made.
* Responsible for negotiating and agreeing heads of terms for property transactions, in accordance with legislation and market rates, mitigating risks and liaising with legal professionals.
* Undertake and work with finance colleagues to ensure property estate valuations are produced in line with capital accounting requirements
* Review and renew or surrender property leases, undertaking negotiation to ensure the best interests of the Council.
* Take the lead for property negotiations with third parties to ensure the correct commercial and risk balance in all property matters.
* Represent the Council by leading complex sales negotiations with commercial organisations to ensure best value for the Council.
* Deputise for the Head of Corporate Assets for the respective area of responsibility to ensure continuity of services.

* Contribute to the Property Strategy, asset plans and work plans by providing estate and valuations advice.
* Commission, appoint and manage external professional resources and lead and develop the team to be empowered to provide a first-class advisory service.

**Other Information**

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally (Staffordshire).

**Professional Accountabilities**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget, and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practices, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes the welfare of staff and other users of Council property, and which is in accordance with relevant legislation and the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small**  **employer_small** | **Qualifications/Professional membership**  Education to degree level or appropriate professional  qualification (e.g Chartered Surveyor RICS).  Chartered or registered property professional and a commitment to continued professional development | A  A |
| **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**  Significant experience and breath of working in a  property and valuation environment either in the public  or private sector  Experience of managing large property estates (including lease terms and asset valuations)  Significant knowledge of relevant legislation, national  performance standards and statutory requirements  relating to property transactions.  Experience in report writing for steering groups, committees and project teams or other meetings.  Experience in providing technical advice to a range of audiences  Knowledge of the range of County Council activities, strategic outcomes and cross cutting themes.  Experience in management of staff.  Experience in working within financial constraints and managing resources effectively.  Knowledge of corporate and commercial governance systems.  Experience of working with a range of clients in public  and private sectors.  Ability to think and act strategically and to translate  vision to reality.  Demonstrable experience of working with external specialist providers/partners | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I    A/I  A/I    A/I  A/I |
| **employer_small**  **employer_small** | **Skills**  Effective at influencing, negotiating & interpersonal skills, ability to build effective relationships with colleagues, partners, stakeholders, and investors/government departments.  Effective communication skills, written and oral including presenting cases (e.g Council committees in person).  Ability to work on own initiative and in a team environment.  Ability to analyse facts and figures and think creatively about problems and opportunities and adopt an innovative approach to maximizing the Council’s property income.  Ability to develop and present logical proposals for action which engage and persuade stakeholders. | A/I  A/I  A/I  A/I  A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300