

## Job Description and Person Specification

### Valuations and Lease Surveyor

Job Details	
Grade	8
Service	Facilities Management
Location	Friargate 1
Job Evaluation Code	A6297

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To provide a professional property management service in respect of the operational property portfolio. Providing expert technical advice, analysis, and guidance on property valuations, construction costs, and asset management .</p> <p>To carry out and lead on the delivery of professional work including valuations for insurance purposes, rent reviews, lease renewals, management of service charges, NNDR returns.</p> <p>To maintain and manage property and financial information to support the business of the Facilities Management Service.</p>

<b>Key Responsibilities and Accountabilities</b>	
Providing building insurance valuations and advice for the CCC Property Portfolio. Creating and maintaining systems for the delivery of insurance information. Liaising with Technical Services, Corporate Property Information Team and Insurance Services supporting the risk management function of CCC.	
Managing operational property leases, billing, renewals, rent review periods, service charge.	
Independently evaluate, select and apply complex surveying and valuation practices in accordance with professional standards, quality assurance procedures and the Council's standing orders, policies and procedures.	
Providing an effective and efficient estimating and cost planning service keeping up to date with relevant information available and techniques of the profession.	
Creating and analysing complex datasets to produce and interpret statistical information and reports to support Property Asset Management e.g. annual property running costs, condition surveys, GIAs and NIAs. Employing quality control checking processes to data gathering, maintenance and analysis.	
Monitoring and effectively manage delegated income and expenditure budgets in accordance with laid down procedures.	
Supporting the work of Facilities Management in property performance management analysis. Contributing to the development and upkeep of construction project archives and property-related records to support business requirements and efficient information access.	
Keeping up to date with industry trends, case law and legislation, ensuring compliance with RICS CPD requirements.	
Contributing to the evaluation and improvement of property related systems and procedures to ensure best working practice and quality of service as senior member of a team.	
Ensuring quality systems of operation are followed and ensure good communication throughout the team. Investigating queries or complaints from tenants, the general public or elected members resolving issues having regard to the Council's interests and in accordance with high standards of customer care.	

<b>Key Relationships</b>			
External:	VOA Contractors RICS	Internal:	Facilities Management Finance Insurance Team Commercial Property Management

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>• carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council’s Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</li> <li>• attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.</li> <li>• any other duties and responsibilities within the range of the salary grade.</li> </ul>

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	Advanced principles of valuation and land and property management and relevant legislation and industry codes.
Knowledge	Demonstrate an understanding and active commitment to quality issues and client/customer care.
Knowledge	Construction cost analysis covering a wide range of Property construction types and design.
Skills And Ability	Use of CAD software, AutoCAD or equivalent. Strong IT skills including complex spreadsheets and use of databases.
Skills And Ability	Project management skills to ensure successful outcomes to major tasks, insurance valuations, service charge and lease renewal.
Skills And Ability	Strong budgetary control skills - rent income, fee income, service charges, capital budgets
Experience	Experience in quantity surveying or property cost analysis, handling extensive and intricate datasets with exceptional accuracy.

Experience	Wide variety of experience in property valuation and negotiations, including leases, lettings, service charge.
Experience	Managing property leases and driving professional financial and operational issues to a successful conclusion.
Qualification	Preferably a fully qualified member of a professional organisation eg RIBA, RICS, APM etc.
Special Requirements	

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? <a href="#">Find out which DBS check is right for your employee - GOV.UK</a>			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Ruth Gaskell		
Job Title:	Corporate Property Information Manager	Date:	12/05/26