
Post Title: Senior Estates Surveyor

Post Hours: 37 hours per week

Grade: PO6–8 + £5,000 Market Supplement

Responsible to: Estates & Asset Management Leader

Responsible for: Apprentice and Junior Surveyor

Main contact associated with principal duties:

- Elected Members, Directors and Senior Staff of Pendle Borough Council.
 - Staff in the Council's service areas.
 - Joint venture company and delivery partners.
 - Community, Voluntary and Faith Groups.
 - Pendle Leisure Trust.
 - Colleagues in other councils.
 - Police and other official bodies.
 - External Suppliers of goods and services.
 - Purchasers and vendors of land.
 - Council Tenants.
 - Members of the public and the Courts
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Job Purpose:

To deliver a senior, professional estates and valuation service, supporting the effective management of the Council's diverse land and property portfolio. The postholder will play a key role in maximising revenue, achieving capital targets, and supporting regeneration initiatives, whilst also deputising for the Estates & Asset Management Leader as required.

The role includes leading on the professional development of apprentices and junior colleagues, ensuring the team builds future capacity and capability.

Control of Resources:

The postholder will be required to undertake detailed on-site inspections, surveys and valuations using a range of PPE and technical equipment including measuring instruments, digital cameras, mobile data collection tools and temporary boundary or site identification equipment. The role also involves the use of specialist property management systems, mapping software and GIS tools to record, analyse and report on estate data accurately.

Main duties and responsibilities:

1. Act as deputy to the Estates & Asset Management Leader, providing leadership and decision-making in their absence.

Take responsibility for service-wide leadership when required, including signing off high-value transactions, managing priorities across the team, and representing the service at corporate management forums and committees. Provide continuity of leadership and ensure decisions are made in line with corporate strategy and good governance.

2. Lead on the mentoring, training and development of apprentice and graduate surveyors, embedding a culture of professional growth, accountability and high performance.

Act as the primary lead for professional development within the Estates team, coordinating structured training programmes, supervising APC candidates and ensuring apprentices and graduates receive the breadth of experience needed to progress within the profession. Provide day-to-day management, direction and performance oversight to junior and trainee members of the Estates team, including allocation of work, review of outputs, performance feedback and objective setting. Ensure that staff understand their roles, responsibilities and performance expectations, promoting a culture of ownership, professionalism and continuous improvement. Encourage collaboration and knowledge-sharing across the team, embedding best practice in valuation, estate management and customer service. Act as a professional role model and support the Estates & Asset Management Leader in succession planning and team capability development.

3. Provide professional and strategic estates advice to senior management, Members, and external partners on a wide range of complex commercial property matters.

Deliver authoritative advice on high-value or politically sensitive estates issues, including asset management strategies, development proposals, and regeneration schemes. Ensure elected Members and senior officers are fully briefed on risks, opportunities, and financial implications, supporting sound decision-making.

4. Manage, promote, and market the Council's industrial estates, land, and commercial property to maximise revenue and reduce voids.

Take overall responsibility for driving income generation across the Council's commercial estate, including designing marketing strategies, managing complex lease negotiations, reducing arrears, and proactively addressing voids. Ensure assets are promoted to achieve strong market performance and long-term sustainability.

5. Lead on the identification, preparation, and execution of disposals, acquisitions and asset development opportunities, including high value/complex cases.

Oversee all major property transactions, ensuring that disposals and acquisitions are managed efficiently, achieve best consideration, and support corporate objectives. Provide strategic input into development opportunities, liaise with developers and external partners, and manage legal and financial risks associated with complex deals. Take responsibility for the effective management of land and property assets, including dealing with unauthorised occupation and encampments. Lead on the removal of trespassers or travellers from Council land, ensuring all actions are lawful, proportionate and undertaken in coordination with Legal Services, the Police, and, where necessary, local Magistrates' Courts. Prepare evidence, documentation and witness statements to support legal proceedings, and ensure that actions taken to regain possession comply fully with relevant legislation and Council policy. Maintain accurate records of incidents, liaising with community safety and enforcement colleagues as appropriate. Provide professional advice to senior officers and Members on sensitive land management and enforcement matters, balancing community, operational and legal considerations in reaching recommendations.

6. Undertake valuations in accordance with RICS and CIPFA guidelines and oversee the maintenance of the Asset Register.

Lead on delivering complex valuations for financial reporting, acquisition, and disposal purposes. Oversee the accuracy of the Council's Asset Register, ensuring compliance with all statutory and professional requirements and maintaining the Council's reputation for financial integrity.

7. Prepare and present high-quality reports to Committees and Boards, advising Members on strategic options and risks.

Draft, present, and defend reports at formal Committees and Boards, often on sensitive or high-profile issues. Provide clear recommendations, ensuring Members are equipped with the evidence and professional advice needed to make informed decisions.

8. Take responsibility for budget setting, monitoring and maximising income streams within allocated property portfolios.

Lead the preparation and monitoring of significant revenue and capital budgets across the estates function. Ensure effective financial controls are in place, identify opportunities for additional income, and provide early warning of variances to protect the Council's financial position.

9. Support regeneration, compulsory purchase, and major development initiatives in line with corporate priorities.

Play a key role in driving forward strategic regeneration and development programmes, including the use of Compulsory Purchase powers where required. Provide specialist property advice to support delivery of complex multi-agency projects.

10. Represent the Council at regional and national forums, and in negotiations with developers, investors and public sector partners.

Act as the Council's lead representative in high-level negotiations, partnerships and forums. Promote the Council's interests and secure outcomes that maximise investment, development, and regeneration benefits for Pendle.

11. Ensure statutory and professional compliance across property management, disposals, acquisitions and landlord/tenant matters.

Take responsibility for ensuring that all property-related decisions and transactions comply with statutory requirements, RICS standards, and the Council's internal governance arrangements. Act as a point of assurance on compliance matters for the Estates & Asset Management Leader.

12. Lead on resolving complex disputes, landlord and tenant negotiations, and enforcement of covenants.

Take direct responsibility for managing high-risk or contentious negotiations and disputes, including rent arrears, lease enforcement, and breaches of covenant. Provide robust advice and lead negotiations to protect the Council's position and assets.

13. Contribute to the development of Council asset strategies and corporate plans, aligning property decisions to long-term priorities.

Provide input to the Council's corporate asset management plan and wider strategic planning. Ensure the property portfolio is managed to support long-term service delivery, financial sustainability, and community outcomes.

14. Carry out such other duties as may be allocated from time to time which are commensurate with the grading of the post.

Undertake additional responsibilities that reflect the seniority of the role, including corporate project work, cross-council initiatives, or acting as lead officer on property-related policy development.

PERSON SPECIFICATION

SENIOR ESTATES SURVEYOR

Selection Criteria	Essential or Desirable	Assessment Method
Qualifications		
1. Experienced Surveyor with current membership of the Royal Institute of Chartered Surveyors, minimum AssocRICS working towards MRICS. The postholder must fulfill the institution's CPD requirements.	Essential	Application Interview Certification
2. A Registered Valuer with the RICS	Essential	Application Interview Certification
3. A current full driving license and vehicle, insured for business use.	Essential	Application Certification
Knowledge, skills, abilities and experience		
4. Substantial post-qualification experience in commercial estate management, including acquisitions, disposals, landlord/tenant, and valuation work	Essential	Application Interview
5. Experience of deputising or leading a professional team/service	Essential	Application Interview
6. A thorough knowledge of legislation and policies relating to the Service Area	Essential	Application Interview
7. Demonstrable financial management skills including budget planning, monitoring and income generation	Essential	Application Interview
8. Proven ability to create and maintain effective working relationships with staff at all levels, councillors and external partners.	Essential	Application Interview
9. Excellent written communication skills with the ability to draft well-structured reports and presentations.	Essential	Application Interview Presentation
10. Good organisational skills, including the ability to plan and co-ordinate work.	Essential	Application Interview
11. Experience of mentoring and developing apprentices or junior staff	Essential	Application Interview
12. Knowledge of compulsory purchase processes and/or regeneration-led development	Desirable	Application Interview
Special Requirements		
13. Commitment to working towards the Council's Equality objectives.	Essential	Application Interview
14. Willingness to undertake occasional out-of-hours working.	Essential	Application Interview
As the post is deemed safety critical, it is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.		

