

Job Profile

Job Title: Commercial Property Graduate

Job Grade: 3.2

Salary Range: £36,984 - £42,526

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Our vision is that 'In 2025, everyone in Camden should have a place they call home' and the community investment programme (CIP) is playing a key part in that by building new genuinely affordable homes and community facilities. We have completed nearly 1,000 homes to date through CIP including over 500 council rent and affordable homes, built new community centres and schools and invested in school buildings across the borough. We have ambitious plans in place to build thousands more homes.

The Council owns 33,000 homes, of which 9,000 are leasehold, c.1000 commercial properties, 150 corporate buildings and maintains 49 schools and children's centres.

About the role

The property service is responsible for the delivery of the Council's property asset management strategy through the day-to-day management of the tenanted and occupied commercial properties. The service is also responsible for the delivery of the Council's property strategy through a delivery of a programme of property developments, accommodation projects, disposals, and acquisitions.

The commercial property portfolio comprises properties that are surplus to operational requirements and held for income generation. The portfolio which currently generates circa £17million p.a., is made up of a variety of properties which include shops, industrial units, offices, and leisure units. The portfolio also includes telecom licences and leases. The income generated from the portfolio goes into the funding of services to the people of Camden.

The post holder will report to the Commercial Property Portfolio Lead. The role will have no direct line management responsibility but will be required to assist the surveyors within Commercial Property.

The postholder will combine on-the-job training such as shadowing surveyors, in house systems training, health & safety, as well as working towards being a member of the Royal Institution of Chartered Surveyors (RICS).

About you

To be successfully appointed you will have degree level education (or equivalent) and working towards being a professional member of the Royal Institution of Chartered Surveyors (RICS).

Your specific responsibilities will include:

1. To assist with the provision and delivery of an efficient, high quality and cost-effective Commercial property management service to the council. Identify opportunities to increase rental income and increase commercial fixed property asset values
2. Assist with the case management of landlord and Tenant commercial matters, undertaking negotiations and concluding negotiations on lease renewals rent reviews with business tenants and their advisors, reaching solutions which benefit the Council and comply with its corporate priorities, instructing solicitors and seeing cases through to a conclusion. Assisting the General Practice Surveyors to committing the Council to formal commercial property contracts
3. Assisting with rent collection, marketing and letting of void premises and day-to day repairs management of a portfolio as appropriate and assisting in meeting targets on rent collection, debt recovery and lettings.
4. To assist the surveyors in a wide range of valuation work to a high professional standard and in line with best practice in all areas of valuations including capital accounting, disposals of freehold and leasehold interests, acquisitions, development valuations, lease extensions, rent reviews and lease renewals, fire insurance, compulsory purchase, appropriation, planning and compensation.
5. To assist with high quality strategic advice to client departments and participate in inter departmental working parties and officers steering groups set up to resolve complex cross departmental property issues.
6. Arranging and undertaking property inspections either your own or with qualified surveyors in the team
7. Ensuring tenants' compliance with lease obligations in relation to use and maintenance of the property are adhered to.
8. Assisting with ensuring compliance with legislation including Health and Safety and other regulations.

Work Environment:

Camden offers flexible working arrangements, and this role will be partly office-based with hybrid working technology available at our main office locations. Site visits across the borough are commonplace as are evening meetings that are held online and in-person.

People Management Responsibilities:

None

Relationships:

The postholder will work with members of the Commercial property portfolio and the Asset Strategy and Valuation teams, the property programme manager, Building Surveyors, tenants, residents, building users, contractors, and elected members.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,