

## **Job Profile - Asset Strategy and Valuation Surveyor**

**Job Title: Asset Strategy and Valuation Surveyor**

**Job Grade: 5.1**

### **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 has 33,000 homes, of which 9,000 are leasehold, 150 corporate buildings and maintains 49 schools and children's centres.

The property service is responsible for the delivery of the Council's property strategy through a delivery of a programme of property developments, accommodation projects, disposals and acquisitions; it is also 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 property service includes the new homes sales and Corporate Accommodation Project teams.

### **About the role**

The post holder will lead on property strategy work which has a direct effect on service delivery and holds very significant revenue and capital financial implications for the Council. The post holder will report to the Property Asset Strategy, Valuations and Transactions Manager; the role will have no direct line management responsibility.

The post holder will be a member of the Asset Strategy and Valuation team (ASV) which has responsibility for the delivery of the Council's disposal programme (surplus operational properties), maximising capital receipts and meeting targets set by Cabinet;

land/building sales approved and in the pipeline are of approx. £100m. The sales receipts part fund the Council's capital programme and the community investment programme.

The ASV team oversees the provision of property valuations prepared on the Council's behalf which are assessed to ensure they conform to high professional standards, best practice, and comply with government legislation.

Key to this role will be engaging with internal departments and external Chartered Surveyors for:

- Monitoring and authorisation of Right to Buy, leasehold extensions and enfranchisement valuations
- Instructing the marketing of surplus residential property and authorising acceptance of offers
- Instructing and authorising valuation reports of prospective residential purchases
- Instructing external surveyors in the preparation of various Licences

## **About you**

To be successfully appointed you must be a full Member of the Royal Institution of Chartered Surveyors (RICS) With a minimum of 3 years post qualification experience, you will have a track record in asset strategy, valuation, and property transactions.

You will have the ability to manage external contractors ensuring excellent service delivery and value for money, as well as demonstrating a sound knowledge and experience of partnership working.

You will have experience of dealing with politically sensitive issues and presenting reports to boards and other stakeholders and be a good communicator with excellent written and verbal skills

You will have knowledge of legislation and regulations affecting the Council's duties in relation to finance and property holdings.

Your specific responsibilities will include:

- Work within a self-managed team to ensure the delivery of an efficient, high quality and cost effective valuation, asset management/strategy and disposals service to the council.

- Work as one team to provide instructions to contractors and for statutory and ad hoc valuations, undertake landlord and tenant commercial matters, negotiate lease renewals, rent reviews, disposals, acquisitions, dealing with business tenants and their advisors to reach solutions which benefit the Council and deliver its corporate priorities.
- Take ownership and responsibility for agreeing, managing and delivering project work to agreed timetables and standards
- Take a lead for ensuring all asset management, disposals and valuation governance protocols are complied with.
- Monitor and manage revenue budgets.
- As part of a team provide high quality strategic advice to client departments, project boards and participate in inter-departmental working groups to resolve complex departmental property issues.
- Oversee and monitor external property consultants in the delivery of Right to Buy and Leasehold Enfranchisement assessments and valuations; challenging and approving where necessary.
- Take an active role in the disposals programme to maximise capital receipts and meet annual targets set by the Cabinet. Working with external contractors undertake negotiations on behalf of the Council for the disposal of properties, including marketing of properties and sites for sale. The post holder will be expected to take responsibility for a wide variety of disposal work.
- Oversee and monitor external property consultants in the provision of housing stock assessments for asset valuations associated with the council's financial reports
- Work with departments within the Council to provide professional advice to enable the delivery of housing and commercial development projects as well as acquisition of land and buildings
- Prepare reports for consideration by Officers and Councillors and appear and present at various council and public meetings when required
- Monitor and manage contractors, oversee rent collection, void management, letting and marketing of property to let, supervise and administer day-to-day repairs and management of let premises as appropriate. Liaise and advise upon

capital expenditure budgets for major repairs and refurbishment within planned maintenance of the commercial and corporate property stock. Manage contractor performance.

**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:**

N/A

**Relationships:**

The postholder will work with heads of service, development managers, the property programme manager, team leaders, directors and executive directors as required across the whole of the Council. The post holder will also work with tenants, residents, building users, property consultants and agents 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 roles. 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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,