**Job Profile Information: Valuer**

**This supplementary information for *Valuer* is for guidance and must be used in conjunction with the Job Capsule for Property Services**

**Job Level 5 Zone 1 Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

The post holder will provide an effective and efficient estate management service to the Council’s Commercial Property portfolio. In addition, they will undertake valuations and negotiations in respect of all property matters as well as providing strategic property advice when required.

**Example outcomes or objectives that this role will deliver:**

1. To ensure 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. Responsible for 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. Responsible for committing the Council to formal commercial property contracts.
3. Responsible for 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. Responsible for capital expenditure on planned maintenance projects.
4. To undertake 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 take an active role in the disposals programme to maximise capital receipts and meet annual targets set by the Cabinet by undertaking and concluding 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.
6. To be responsible for the construction, monitoring and management of revenue budgets.
7. To provide 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.
8. To effectively procure, manage, monitor and review any valuation services commissioned by the jobholder from external specialist valuation consultants.
9. Contributing towards the generation of commercial rental income of approximately £14m per annum.
10. Contribution towards capital receipt target of £200m.

**People Management Responsibilities:**

No direct line management responsibilities. The jobholder will deputise for senior officers when required.

**Relationships;**

The post holder will have the ability to influence and negotiate across all levels of the organisation.

Establishing and maintaining strong relationships both internal and external, including Members.

The ability to write and present reports to members.

The postholder undertakes a number of important property initiatives where a positive and innovative approach is essential.

The postholder will take responsibility for exercising delegated powers as a “Level E” designated officer in accordance with the Council’s Scheme of Delegation.

**Work Environment:**

* The post holder will be working within a pressurised environment and must be adaptable to changing priorities and challenges which will require the post holder to prioritise their workload and meet tight deadlines.
* The post holder will undertake an important role in a high profile service and will be directly involved in discussions with business tenants, developers, public bodies, landowners and their agents, with resident and community organisations, with statutory consultees and with Members.
* The post holder will be largely office based, however they will be required to work off-site conducting regular inspections of buildings and sites/ premises. Safety equipment is available to all staff undertaking property inspections, and the Division has a lone-working policy to provide guidance to staff that are working alone particularly when out of the office.
* Event of a hazard or risk to employee is low subject to reasonable precautions being taken on site.

**Technical Knowledge and Experience:**

* Maintain professional membership of Royal Institution of Chartered Surveyors or equivalent.
* Extensive knowledge and experience of commercial property management and Landlord and tenant negotiations.
* Knowledge of asset valuation practise, commercial property litigation practise, rent recovery.
* Awareness of Construction of service charge accounts, Repairs and dilapidations practice.
* Knowledge of property law including Landlord and Tenant
* Good knowledge of best practice in valuations techniques.
* Knowledge of best practice in disposal techniques, particularly in a local authority context.
* Ability to communicate effectively both oral and written.
* Strong negotiation skills.
* Ability to undertake a full range of professional valuation work
* Good team working skills
* Ability to provide clear and accurate advice on all aspects of valuation practice and procedures
* Ability to plan and execute complex tasks efficiently and to work under pressure to meet deadlines.
* Ability to write reports and make effective presentations, and to give evidence under oath when acting as expert.
* Experience of commercial landlord & tenant property management.
* Experience of financial management and control, including monitoring & reporting, budget construction and charging & recovery of costs/income.
* Relevant post qualification professional valuation experience.
* Experience of undertaking disposal work
* Experience of dealing with sensitive property issues, and presenting reports to committee and/or other clients.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>