

Directorate:	Chief Executive's Department
Unit/Section:	Infrastructure
Grade:	KSI
Responsible to:	Principal Surveyor

Purpose of the Job:

As part of the Estate Team, the General Practice Surveyor will deliver professional property and estate management services across a diverse portfolio of Council-owned assets, ensuring compliance with RICS standards and Kent County Council's Constitution.

The Surveyor is responsible for providing expert advice on landlord and tenant matters, lease renewals, rent reviews, estate compliance, acquisitions, disposals, valuations, and wider asset management activities, while managing complex property cases and negotiations to protect and enhance the Council's interests. Working collaboratively with colleagues, tenants, and stakeholders, the Surveyor will support the delivery of the KCC's Asset Management Strategy, maximise asset value and income, mitigate risk, and contribute to the development and mentoring of junior surveying staff.

Main duties and responsibilities:

- **Manage the Tenanted Property Portfolio**
Proactively manage a diverse portfolio of tenanted land and property assets, developing and implementing estate management strategies, asset plans, and property solutions that support the Council's Estate Strategy, maximise income, minimise liabilities, and ensure value for money.
- **Provide Professional Estate Management Advice**
Deliver expert advice on a wide range of land and property matters, including landlord and tenant issues, estate compliance, valuations, title matters, boundary disputes, contractual enforcement, and asset management, ensuring compliance with RICS standards, legislation, case law, and the Council's Constitution and policies.
- **Lead Property Transactions and Negotiations**
Lead and deliver complex property transactions, including acquisitions, disposals, lease renewals, rent reviews, licences, easements, and other agreements, undertaking negotiations with tenants, landlords, developers, and other stakeholders to secure the best outcomes for the Council.
- **Manage Disputes and Protect the Council's Interests**
Lead on contentious property matters including lease breaches, contractual disputes,

rights of way, village green applications, defects in title, and boundary issues, obtaining specialist advice where required and representing the Council in negotiations, tribunals, court proceedings, and legal settlements.

- **Develop Business Cases, Reports and Strategic Recommendations**

Prepare and present business cases, option appraisals, committee reports, briefing papers, and recommendations for senior managers, Members, Boards, and Committees, ensuring advice is evidence-based, commercially sound, and compliant with governance requirements.

- **Commission and Manage Professional Advisors**

Procure, instruct, and oversee external consultants, agents, surveyors, valuers, and legal advisers in accordance with Council procedures, ensuring services are delivered efficiently, cost-effectively, and to the required quality standards.

- **Support Estate Strategy and Asset Performance**

Contribute to the development and implementation of estate management policies, procedures, and strategic initiatives, identifying opportunities to enhance asset performance, improve income generation, reduce risk, and support continuous improvement across the portfolio.

- **Lead Project Delivery, Financial Planning and Risk Management**

Develop and manage estate delivery plans, projects, budgets, business cases, risk assessments, and performance measures, ensuring programmes are delivered effectively and issues are identified and resolved at the earliest opportunity.

- **Build Effective Partnerships and Collaborative Working Relationships**

Establish and maintain productive relationships with internal services, local authorities, government bodies, partner organisations, professional advisers, and tenants to support the successful delivery of property and corporate objectives.

- **Promote Professional Excellence and Customer Focus**

Provide mentoring, guidance, and technical support to junior colleagues, whilst promoting high standards of customer service, innovation, continuous improvement, and collaborative working to enhance the performance of the Real Estate function.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: Surveyor

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	• Member or Fellow of the Royal Institution of Chartered Surveyors (RICS) • Degree or diploma equivalent advanced professional qualification, knowledge, or experience.
EXPERIENCE	• Experience managing diverse occupied and unoccupied property portfolios within a professional property environment, including the delivery of property transactions and estate management activities. • Work collaboratively across multi-disciplinary services to deliver shared objectives and promote a one-team approach. • Experience working in partnership with public sector organisations and stakeholders to deliver property-related projects
SKILLS AND ABILITIES	• Excellent written, verbal and interpersonal communication skills, with the ability to build effective relationships, present complex information clearly, and influence a wide range of internal and external stakeholders. • Ability to understand organisational priorities and translate these into practical property and estate management solutions, using initiative, sound judgement, and a proactive approach to problem-solving and decision-making. • Highly organised with the ability to manage competing priorities, workloads, projects, and deadlines effectively, supported by strong IT skills including proficiency in Microsoft Office applications.
KNOWLEDGE	• Strong knowledge of estate management, asset management, landlord and tenant matters, valuation principles, property market trends, and the legislative and regulatory frameworks relating to land and property transactions. • Understanding of the public sector operating environment, procurement processes, governance requirements, and political sensitivities, combined with the ability to contribute

	to a high-performing team culture and support collaborative working across services.
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make Our values enable us to build a culture that is: Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making