

**ALBYN GROUP**

**JOB DESCRIPTION**

**1. IDENTIFYING FACTS**

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| **Title of Job:** | Assistant Estates Surveyor [Assistant Grade] |
| **Location:** | Invergordon |
| **Number of Jobholders:** | 1 |
| **Title of Line Manager:** | Estates and Development Manager |

**2. JOB PURPOSE**

Albyn’s Assistant Estates Surveyor will assist in the day-to-day management of Albyn’s portfolio of property/land interests and responsibilities, including the creation and maintenance of accurate records,, and responding to internal and external stakeholder enquires, and advising and influencing the ongoing and future management of the portfolio to ensure good levels of governance and portfolio efficiencies are achieved.

**3. MAJOR TASKS**

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| **1.**  **2.**  **3.**  **4.**  **5.**  **6.**  **7.** | **To assist in creating and maintaining a Land Terrier for Albyn.**  **To attend to queries and provide advice in relation to Albyn’s property/land interests, liabilities, and responsibilities.**  **To support acquisitions for the new build programme.**  **To support acquisition and disposal programmes.**  **To assist in the management of Albyn’s leased portfolio, both as landlord and tenant.**  **To support Albyn’s corporate funding and property valuation requirements.**  **To contribute to delivering professional services.** |

**4. MAIN ACTIVITIES**

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| **1.**  1.1  1.2  1.3  1.4  1.5  1.6  1.7 | **To assist in creating and maintaining a Land Terrier for Albyn**  To support the creation of a Land Terrier for Albyn, researching and assembling titles and records of all property/land interest.  To undertake the maintenance of up-to-date and accurate records of Albyn’s property/land interests.  To work closely with colleagues to ensure that all property/land acquisitions/disposals are duly recorded in Albyn’s terrier.  To instruct legal/professional advisors as required to establish details of Albyn’s property/land interests.  To contribute to reporting, compliance, and other statutory requirements in relation to Albyn’s property/land interests.  To contribute to Albyn’s policies in relation to its property/land interests to ensure they are credible and up to date.  To contribute to the creation of Albyn’s Strategic Asset Management plan. |
| **2.0**  2.1  2.2  2.3  2.4 | **To attend to queries and provide advice in relation to Albyn’s property/land interests, liabilities, and responsibilities**  To receive and investigate queries in relation to Albyn’s property/land interests.  To negotiate with adjoining landowners as required, always acting in Albyn’s best interest.  To manage and respond, in accordance with Albyn’s complaint handling process, to formal complaints in relation to Albyn’s property/land interests.  Following elected member or other external stakeholder enquiries, prepare and present information in response either directly or to Leadership Team. |
| **3.0**  3.1  3.2  3.3 | **To support acquisitions in the new build programme**  To work closely with colleagues to support property/land acquisitions in relation to new build projects  To work closely with colleagues to ensure that all public infrastructure created during new developments are duly adopted as public.  As instructed, establish clear portfolio information requirements for new build developments, including supporting and guide development colleagues, ensuring new assets are accurately recorded within the Albyn portfolio. |
| **4.0**  4.1  4.2  4.3 | **To manage acquisition and disposal programmes**  Support the disposal of property/land interests including business case analysis and reporting as necessary.  Support the acquisition of property interests including business case analysis and reporting as necessary.  To instruct advisors when required to support acquisition and disposal activities. |
| **5.0**  5.1  5.2  5.3  5.4  5.5 | **To assist in the management of Albyn’s portfolio**  To assist in the management of all property/land events within Albyn’s portfolio including the leasing of properties for Albyn’s use.  To support matters relating to property taxation, valuation and insurance as required.  To contribute to planning and delivery of Albyn’s corporate property requirements.  To assist in the leasing of properties by Albyn to other parties, excluding the housing stock leased directly to Albyn’s residential tenants.  To support and liaise with colleagues at Albyn’s property factoring subsidiary, primarily where factoring services are provided to Albyn housing tenants. |
| **6.0**  6.1  6.2 | **To support Albyn’s corporate funding and property valuation requirements**  As required, provide records of property interests to support Albyn’s corporate funding requirements.  As required, support valuations undertaken in respect of Albyn’s portfolio. |
| **7.0**  7.1  7.2  7.3  7.4  7.5  7.6 | **To contribute to delivering professional services**  To contribute to accountability and reporting to Director Assets & Subsidiaries, Leadership Team and ultimately Board.  To engage positively with collegial departments.  To fulfil instructions from client departments, whilst balancing this with property advice to ensure a risk-adjusted and cost-efficient portfolio management and development that meets client requirements  To instil good professional practices within the team and lead by example  Prepare relevant information to inform Estate Management budgets, ensuring appropriate financial policies and controls are observed, when required prepare budget updates and future budget forecasts/business cases.  Undertake procurement exercises in accordance with Albyn’s Policy and public procurement requirements. |

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| **PERSON SPECIFICATION**  **Post Title:** Assistant Estates Surveyor **Post Ref No:** AMI/46 | | |
| **Criteria** | **Essential** | **Desirable** |
| **Education and**  **Qualifications** | * Educated to at least degree level in property, law, or surveying * Commitment to continuing professional development | * Member of the Royal Institution of Chartered Surveyors, or working towards membership. * Supplemental housing qualification |
| **Skills & Abilities** | * Excellent organisational skills * Experienced in negotiation skills * Excellent team skills * Excellent written communication and report writing skills * Ability to prioritise and manage a diverse workload * Good ICT skills (Microsoft 365, Project, Powerpoint, Word, Excel and online and cloud-based applications) | * Ability to manage and perform through change programmes * Database and GIS skills |
| **Experience** | * Experience in dealing with legal matters in relation to property/land * Experience working on legal matters relating to property/land | * Experience in general practice/land surveying, either client side or private practice * Experience working in or closely with a Local Authority, Registered Social Landlord or another public sector organisation would be advantageous * Experience of operating in a customer focused environment * Experience of public procurement |

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| **Knowledge** | * Knowledge and understanding of land ownership and property interests * Good understanding of governance in property | * Knowledge of social housing sector regulations * Knowledge of Property Factors Scotland Act * Public procurement * Budget management * Knowledge of sustainability agenda, particularly in relation to affordable housing/public sector |
| **Personal Attributes** | * Good interpersonal skills with the ability to communicate and negotiate at all levels both face to face and by telephone * Values good governance * Professional, calm, and confident manner * Values the importance of accurate details * Ability to work under pressure to meet deadlines and use initiative in day-to-day duties | * Capable of motivating others * Interest in property/housing issues |
| **Other Requirements** | * Ability to initiate useful new reports and analysis to support operational and compliance aims |  |