

Role Description and Employee Specification

Job Title:	Valuer	Location:	Coleford
Department:	Property	Service:	Property
Reports to:	Property & Assets Manager	Working Hours:	
Salary:	£48,226 - £51,356 Per Annum. Please note that the salary will be pro rata for part-time working arrangements.	Peer Group:	PGG6
Business World Post Number:		Job Group:	Level 2 Specialist
Contract Type:	Permanent	Direct Reports:	None

Overall purpose of the Post:	<p>Support and report to the Assets Manager as lead valuation expert and contribute towards the effective development and management of the council's overall property management function.</p> <p>Effective leadership and strategic & operational management of the council's valuation function for all council properties and land, including all periodic and ad hoc property valuations.</p> <p>In addition, to collaborate with the Estates team and advise on and periodically lead on lease event management, tenancy management, financial management & budgetary control, service delivery, performance management and contribution to staff development.</p> <p>To attend and present reports and advice to the Asset Manager, Executive team, Committees, Cabinet and Council in connection with all valuation related matters.</p> <p>Making the best use of resources; property, time, people and finances. Achieving goals and maintaining and improving standards through an ability to think ahead, plan, prioritise and schedule activities and monitor and manage outcomes effectively.</p>
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Key Tasks and Responsibilities:

- To act as the council's lead valuation expert on a wide range of matters, including guidance and recommendations as necessary for the proactive valuation and management of the Council's land and property portfolios and associated transactions.
- To provide valuations of a range of property types for ongoing management, transactions, acquisitions, disposals or change of use, including for annual capital and insurance valuations, and valuations for rental purposes.
- Provide guidance for and management of valuation requirements for all lease events, including rent reviews, lease renewals, break options and surrenders etc. together with valuations for property option appraisals and development proposals.
- To undertake all valuations (including measurement) in accordance with RICS requirements.
- To work alongside the Estates team on estate management issues for investment properties, residential through to small parcels of land with the ability to manage complex transactions and negotiations in the overall day to day and strategic property management, co-ordination and administration of the land and property portfolios and associated transactions.
- To provide valuation advice generally and work with the Estates team to agree/negotiate Heads of Terms for new lease and licence transactions and subsequent lease & licence renewals, rent reviews, resale covenants and restrictions, tenant liaison, monitor tenant obligations and report/progress appropriate action, prepare and sign off service charges and sinking funds, marketing, property and boundary inspections.
- To work in conjunction with the council's Building Surveyor in valuation aspects of dilapidations claims. To lead on and prepare/defend schedules of dilapidations from time to time.
- To prepare reports with recommendations on property appraisals for options on future use, disposal etc.
- Make recommendations related to the area of specialism to ensure the effectiveness and efficiency of the Councils land and property portfolio
- To tender, appoint and manage agents, valuers, surveyors, and other consultants as necessary and to instruct the Council's or external Legal officers on transactions and other matters.
- Develop and build relationships with stakeholders, influence others and collaborate with other functions and external bodies, ensuring communication and liaison with all necessary parties through to completion of transactions/reports.
- Responsible for developing and implementing valuation related policies and procedures.
- Contribute towards developing & implementing suitable valuation strategies, including compliance with, regulatory, statutory and corporate requirements.
- Support and advise the Asset Manager in the development and redevelopment of properties and landholdings and related projects.
- Find solutions to non-routine and often complex situations
- Contribute to the development and implementation of a performance management and VFM culture that meets or exceeds council and statutory obligations.
- To ensure that role related responsibilities in respect of Health, Safety and Environmental legislation are fulfilled.
- To represent the council professionally and positively.
- Assist the Asset Manager in assessing complaints in accordance with the complaints policy.

	<ul style="list-style-type: none"> • Contribute towards the professional development of property department staff, to deliver a high quality service. • Oversee relationship management with all necessary stakeholders. • Provision of accurate and timely valuation information, reports, support and guidance to the asset manager, executive team, cabinet, council, staff and other stakeholders. To include attendance at meetings as necessary for decision making on property transactions including Cabinet and Council in line with all relevant legislation and policies. • Implement and maintain an understanding of appropriate legislation, policy, procedure, business requirements and guidelines affecting the public sector, property markets and other areas required to carry out the duties • Plan and monitor own workload, inputting and influencing other functions to meet deadlines.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	<ul style="list-style-type: none"> • Degree level education in valuation/surveying or closely related property field, or equivalent through relevant training and/or work experience. • Relevant professional property valuation qualification e.g. RICS, or equivalent experience. • Thorough knowledge and experience of valuation methods. • Evidence of Continuous Professional Development • Financial and business acumen, commercially aware. • Thorough knowledge of RICS valuation rules, statutory regulations and best practice relevant to valuation. • Minimum of five years valuation experience. • Experience of appointing and directing consultants. • Good level of oral and written communication skills, including report preparation and presentation. • Able to negotiate on behalf of, and represent, the council positively and professionally. • High level of personal and professional integrity. Ensure all relevant customer and council information is captured and recorded accurately and deliver commitments and take ownership of own caseload • Ability to show judgement, tact discretion and initiative and flexibility. Ability to resolve complex issues and complaints by negotiation. • Ability to remain calm and confident when dealing with challenging customers and environments • Well-developed IT skills and experience of their application to valuation generally, including relevant property valuation indices, Microsoft, Google and GIS systems etc. • Ensure all relevant customer and council information is captured and recorded accurately • Resource planning and management skills. • Able to work as part of a team and independently, under pressure and within tight deadlines. Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes. • Ability to inspire and successfully motivate others towards shared objectives • Able to respond positively to and contribute towards ongoing change and change projects. • Empathy with the core values and aims of the council. • Ability to solve problems by adopting practical and innovative approaches.

	<ul style="list-style-type: none"> • High level of emotional intelligence with ability to motivate others. • Commitment to diversity and equal opportunities. • Able to maintain a broad overview of council challenges, driving it towards long-term goals while realising short-term strategies. 		
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Track record of working in a public sector, not for profit, or similar environment. • Experience of working with Elected Members. 		
General Accountabilities:	<ul style="list-style-type: none"> • To lead on valuation development reviews to support continuous improvement and performance management in areas of work. • To work within budget guidelines, ensuring expenditure is properly authorised in line with the Procurement policy, Financial Regulations and Standing Orders. • To actively support the principles and practice of equality of opportunity as laid down in the council's diversity and equal opportunities policies. • The post holder is responsible for maintaining a safe work environment for self and wider team. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • Maintain a broad awareness of issues affecting the public sector. • Carry out duties with discretion, integrity and maintain confidentiality. 		
Special Conditions:	<ul style="list-style-type: none"> • The purpose of this job description is to indicate the general level of responsibilities of the post. The duties may vary from time to time without changing their character or level of responsibility. • To carry out any other duties as directed by the Asset Manager or Finance Director in furtherance of the council and individual objectives and policies. • To deputise for the Asset Manager in their absence as required. • You will be expected to work reasonable additional hours from time to time in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. • Ability to attend external site meetings and evening and/or weekend meetings from time to time • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes. 		
Date Reviewed:	28/1/2026	Reviewed By:	I Atkinson
Checked by HR		Date of Issue:	