

Regeneration, Planning and Development Project Delivery Team and Strategic Property Unit

JOB DESCRIPTION

Post: Right to Buy Valuer
Grade: PO5
Responsible to: Property Manager
Responsible for: None

| UP TO 5 STAFF | 6 – 15 STAFF | 16 – 49 STAFF | 50+ STAFF |
|---------------|--------------|---------------|-----------|
| n/a | n/a | n/a | n/a |

BASIC OBJECTIVES OF THE POST

1. To undertake professional duties in statutory valuations in respect of Right to Buy applications accordance with the objectives of the Strategic Property Unit and Wider Regeneration, Planning and Development Department but primarily to carry out right to Buy valuations.

MAIN DUTIES & RESPONSIBILITIES

1. To recommend and assist in negotiating agreed portfolio performance targets reflecting Homes for Haringey Service Level Agreement targets/KPI's/objectives and to maintain a comprehensive management reporting system.
2. To undertake statutory Right to Buy valuation surveys of the Council housing stock under the Housing Act 1985 as amended. To act on behalf of the Council in any resulting redeterminations, Deeds of Rectifications, Deeds of Variations or property boundary queries and making appropriate written recommendations to the District Valuer.
3. To undertake accurate measured surveys of properties and land being offered for sale under the government's Right to Buy scheme and other schemes.
4. To manage and oversee the work of internal and external contractors providing any relevant service to Right to Buy service.
5. To undertake asset valuations in accordance with the RICS Red Book and CIPFA codes of practice on local authority housing.
6. To instruct and supervise external consultants/surveyors where independent specialised valuation advice is sought.
7. To liaise, provide information and instruct officers effectively from within the Council's insurance/assessor team, Legal Service, Building Control department, Planning department and external contractors from other Departments within the Council in accordance with Right to Buy valuation work.

Regeneration, Planning and Development Project Delivery Team and Strategic Property Unit

5. To monitor and ensure that all property transactions are carried out in a timely and structured way with relevant authorised instructions to Legal Services and recorded and maintained in good quality management files.
6. To prepare and submit valuation and other management reports and correspondence to the Property Manager.
7. To monitor and provide advice on local and national policies which may have an adverse effect on the Council's property portfolio and on property in other ownerships where the Council's overall property objectives could be prejudiced, in particular relation to Right to Buy legislation.
8. To keep abreast with other statutory methods of valuation including Leasehold Enfranchisement and Compulsory purchase.
9. To monitor and provide advice on general property legislation that has a bearing on Right to Buy valuation.
10. To provide assistance to members of the public and agents on requests for information.
11. To provide technical advice to other colleagues within the Unit and wider department from time to time as may be required by the Property Manager with general estate management duties.
12. To provide technical support to other parts of the Council where expertise and workload demands dictate.
13. To represent the Council at Court hearings and tribunals on any matters relating to the property portfolio.
14. To represent the Property Team where necessary at public meetings and committees and to respond to any Member enquiries on matters relating to the work of this post.
15. To operate within the policies and procedures prescribed by the service's Quality Assurance System, putting forward proposals for improving procedures and working methods, as appropriate.
16. To undertake other duties that are consistent with the basic objectives of the job as required. To undertake similar duties at the same level in other sections of the service when required.
17. To uphold and further the Council's equal opportunities policies and to deliver effective and appropriate services fairly and without discrimination.
18. To be familiar with and act in accordance with Finance Regulations and Standing Orders of the Council.
19. To act in accordance with Health and Safety regulations.

Regeneration, Planning and Development Project Delivery Team and Strategic Property Unit

MAIN CONTACTS

1. Assistant Director, Economic Development and Growth
2. Head of Strategic Property
3. Wider Strategic Property Team
4. Property Manager
5. Legal Services and other Council departments
6. Councillors
7. External agencies such as solicitors, banks and other financial institutions
8. Various public sector organisations
9. Members of the Public

RESOURCES

Cash/Financial Resources

None.

Plant/Equipment

None.

Stocks/materials

None.

Data systems

None.

Buildings

None.

Regeneration, Planning and Development

Project Delivery Team and Strategic Property Unit

PERSON SPECIFICATION

Post: Right to Buy Valuer
Grade: PO5
Responsible to: Property Manager
Responsible for: None

The Person

Extensive knowledge and proven practical experience of residential valuations. If required, the ability to deal with landlord and tenant matters and the experience and expertise to support others in managing the commercial and community building portfolio.

We believe the qualities listed below are necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, as the shortlisting decision will be based on our assessment of you against these criteria.

The final assessment process will also seek to assess these characteristics.

Abilities/Experiences

- Experience of local authority procedures and practices.
- Producing rental and capital valuations of property.
- Experience of undertaking valuations
- The ability to work independently and be proactive
- To be aware of and act in accordance with corporate strategies and policies.
- Be available for the support and mentoring of junior staff as required.
- Experience of managing diaries and using Outlook.
- Experience of using Microsoft Office and other core office systems/tools.
- Experience of working within a group of staff/team within a property setting.
- Experience of working effectively within a wide range of teams, individual and organisations.
- Experience of working in a large multifunctional organisation or business within either the public or private sector
- Ability to prioritise activities effectively.
- Experience of communicating with colleagues, service users and/or customers and other stakeholders clearly verbally and in writing.

Qualifications

RICS qualified and normally 2 years Post Qualification Experience.

Regeneration, Planning and Development Project Delivery Team and Strategic Property Unit

Knowledge/Skills

- Comprehensive knowledge of valuation techniques.
- Comprehensive knowledge of surveying techniques.
- Working to a Quality Assurance system
- Knowledge of fire, Health & Safety and other statutory requirements affecting property
- Theoretical and proven practical valuation skills of capital and rental valuations.
- Knowledge of local government and public sector with a good understanding of associated issues within the public sector.
- Computer skills including Microsoft Excel, Word and Outlook.
- Good level of self management and organisational skills.
- Excellent communication skills and professional, engaging phone manner.
- The ability to prioritise activities effectively in order to maintain the optimum level of service to the Strategic Property Unit, Haringey Council, its partners and the general public.
- Acts as an ambassador for the Strategic Property Unit, promoting a positive image across the Council, externally to partners and the general public.

The range of competencies applicable to the post are:

Team Work

- Good interpersonal skills.
- Working effectively within a team environment to achieve common and agreed goals.

Self-development and Learning

- Maintain professional qualification through a range of training and personal development that satisfies the requirements of CPD and required by RICS.

Self-discipline and Organisation

- Flexible & self motivated
- Ability to meet deadlines.
- Able to manage and arrange own workload working to professional standards with a minimum of direct supervision.

Communicating Effectively and Appreciating Diversity

- High level communication skills – verbal, including presentations, by telephone, writing reports, with tenants, members of the public, staff colleagues, Councillors. Ability to present factual information accurately, clearly and concisely.
- Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.

Managing People

Regeneration, Planning and Development

Project Delivery Team and Strategic Property Unit

- Ability to advise less experienced staff and provide support in a mentoring style.

Customer focus

- Promotes a positive image of the capabilities of the Strategic Property Team across the Council and externally to partners and the general public.

Political and Organisational Awareness

- A good understanding of associated issues within the public sector.

Regeneration, Planning and Development

Project Delivery Team and Strategic Property Unit

The employee's duties require the following activities:

| | Yes | | Yes |
|---------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Office duties | ✓ | Outdoor work / uneven surfaces | |
| Use of a computer | ✓ | Working at heights / on ladders / roof work | |
| Audio typing | | Confined spaces | |
| Potentially confrontational work | ✓ | Outdoor work or extremes of temperature | |
| Crisis or conflict situations | | Driving a Minibus as part of duties or as a volunteer | |
| Management responsibility | ✓ | Driving car / van as part of duty | |
| Tight deadlines | ✓ | LGV / PSV driving | |
| Walking 1+ miles during working day | | Operating lift-truck, digger or crane | |
| Use of stairs | | Work with significant electrical hazards | |
| Regular manual handling of objects / furniture / equipment (please indicate kilos involved) | | Operating potentially hazardous machinery | |
| Regular and repetitive movements | | Exposure to potentially hazardous substances | |
| Awkward positions e.g. stooping, bending, reaching up | | Chemicals, e.g. solvents or metal working fluids | |
| Sitting / Standing for prolonged periods | | Noisy environment (over 80dB[A]) | |
| Working alone or in isolation | | Radiation | |
| Working shifts / unsocial hours / nights | | Respiratory e.g. dust, fume, solder | |
| Risk of infection e.g. TB, Hep B /Other | | Vibrating machinery | |
| Teaching or responsibility for children | | Preparing raw food / serving food | |
| Control and restraint | | Other: The post holder will be dealing with members of the public on financial and ownership issues that could lead to aggressive and abusive behaviour. | ✓ |