Role Profile

Job Title:	**Senior Landlord and Tenant Surveyor**
Location:	**Colindale**
Department:	**Estates**
Directorate:	**Growth**
Grade:	**Grade L**
Salary Range:	£64,839 £72,294
Reports to:	**Principal Surveyor / Head of Property and Asset Management**

1. Job Purpose:

- To support the Principal Surveyor Head of Property and Asset Management in ensuring the first-class delivery of property consultancy and Estate Management services in support of the Growth and Development Directorate and to manage the operational, non-operational and investment portfolios in a professional and commercially enterprising manner.
- To provide expert professional advice and services on landlord and tenant matters across the Council's diverse property portfolio, ensuring best value, legal compliance, and alignment with corporate objectives. This includes lease negotiations, rent reviews, lease renewals, service charge disputes, and strategic estate management.
- To manage their own caseload of Landlord and Tenant work and general transactional and property consultancy work and to assist and support other team members.
- To ensure that Council's objectives are supported from an estate perspective.

2. Key Responsibilities:

- Lead on all landlord and tenant matters including lease negotiations, rent reviews, lease renewals, assignments, subletting, and dilapidations.
- Provide strategic advice to internal departments on property occupation, lease obligations, and opportunities for income generation or cost savings.
- Manage and maintain accurate property records, ensuring lease data is up to date and accessible.
- Liaise with legal services, external valuers, and agents to support property transactions and dispute resolution.
- Represent the Council in negotiations with tenants, landlords, and third parties, ensuring the Council's interests are protected.

- Support the delivery of the Council's asset management strategy and contribute to estate rationalisation and regeneration projects.
- Prepare reports, valuations, and briefings for senior officers, members, and cabinet.
- Ensure compliance with statutory obligations, RICS standards, and local authority governance.
- Oversee and assist junior officers who are working on L&T matters
- Be the responsible person to execute a plan to bring all outstanding rent reviews and lease renewals up to date
- To work closely with the Property Administration Team to ensure that rents are correctly charged and demanded under agreements
- Work with the Council's internal audit team on providing updates on backlogs
- To act on behalf of the Council as an expert witness at Court Hearings, Tribunals, Public Enquiries and other formal hearings.
- To support the Head of Property and Portfolio Management in providing corporate advice and assistance in the procurement of property-related services to ensure a cost-effective service and to provide effective monitoring of service providers to ensure that objectives are achieved.
- To undertake unaccompanied site visits of sites (including construction sites) and buildings.
- To keep up to date in developments and best practice in estate management and valuation, management and leadership and public sector policy.
- To undertake any other tasks, duties and responsibilities as directed commensurate with the grade and role of the post.

Financial responsibilities

- To assist in monitoring tenant payment patterns to reduce rent arrears and maximize the timely payment of rents and other sums due under agreements. Rent arrears make up a significant element of the Council's debtors, currently standing at approximately £1 million; the postholder will be expected to work towards reducing that level of debt.

- To support the Growth and Development Directorate in managing the business e.g. budgetary control, forecasting, billing and reporting.

Staff Responsibilities

- To project manage landlord and tenant matters, mentoring junior team members as required.

3. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements

- Complete mandatory health and safety training
- Follow safe systems of wok and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

4. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

5. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

6. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Reports to:	**Head of Property and Asset Management**

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Member or Fellow of the Royal Institution of Chartered Surveyors (MRICS).	Essential	Application/Interview
Extensive experience across the area of responsibility with extensive demonstrable experience in the relevant discipline.	Essential	Application/Interview
Full and currently valid driving licence.	Essential	Application/Interview
Registered Valuer	Desirable	Application/Interview
Experience & Knowledge		
Extensive knowledge of Landlord and Tenant matters including L&T Act 54	Essential	Application/Interview
Extensive Estate management knowledge and proven competency across a range of valuation and property management practices.	Essential	Application/Interview
Experience of building and maintaining positive working relationships both within an organisation and with external bodies.	Essential	Application/Interview
Must have good working knowledge of IT systems, including MS Office, dedicated Asset Management programs and databases.	Essential	Application/Interview
Experience of handling a large and varied caseload.	Essential	Application/Interview
Extensive experience of writing reports which are clear and accessible to a variety of audiences.	Essential	Application/Interview

Analytical skills including the ability to identify trends and developments from data and information and the ability to find solutions to problems.	Essential	Application/Interview
Experience of managing external providers of professional services.	Essential	Application/Interview
Detailed understanding of relevant legislation and the RICS Appraisal and Valuation Manual.	Essential	Application/Interview
An understanding of the major challenges and opportunities facing local government in relation to asset and estate management.	Desirable	Application/Interview
Knowledge of best practice in asset and estate management in the public sector.	Desirable	Application/Interview
Knowledge of legislative and regulatory framework within which local government operates with particular regard to property issues.	Desirable	Application/Interview
Leadership & Management Framework		
Ability to respond positively to changing and competing demands and to deliver work to tight deadlines and manage time effectively.	Essential	Application/Interview
Commitment to excellent customer focussed public services.	Essential	Application/Interview
Ability to establish positive working relationships and to work closely with elected members, chief officers, council staff, external agencies, community groups and individuals.	Essential	Application/Interview
Commitment to joint and team working and to finding mutually satisfactory outcomes through partnership work.	Essential	Application/Interview
Excellent interpersonal negotiating and influencing skills.	Essential	Application/Interview
Excellent written and verbal communication skills with the ability to engage a wide range of audiences.	Essential	Application/Interview
Confident professional demeanour which commands confidence.	Essential	Application/Interview
Demonstrable commitment to combating discrimination and disadvantage both in employment and service provision.	Essential	Application/Interview
Political sensitivity and commitment to maintain professional and ethical standards.	Essential	Application/Interview

Proven and demonstrable commitment to principles and practice of equal opportunities in employment and service delivery.	Essential	Application/Interview
Clear commitment to own learning and evidence of continuous professional development.	Essential	Application/Interview
Able to share good practice and experience with and learn from others.	Essential	Application/Interview
Must be able to work such hours as are necessary to carry out the duties of the post.	Essential	Application/Interview
Experience of working on own initiative with limited supervision or direction.	Essential	Application/Interview
Ability to prioritise work under pressure and complete within deadlines.	Essential	Application/Interview
Ability to establish and maintain good working relationships with clients and colleagues.	Essential	Application/Interview
Ability to think laterally and to develop creative and pragmatic solutions to problems.	Desirable	Application/Interview
Effective leadership and motivational skills which create enthusiasm in others by the effective modelling of professional behaviour.	Desirable	Application/Interview
Experience of attending Member committees or other corporate/board meetings.	Desirable	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential/Desirable	Application/Interview
Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Essential/Desirable	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential/Desirable	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential/Desirable	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential/Desirable	Application/Interview

Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential/Desirable	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential/Desirable	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential/Desirable	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential/Desirable	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential/Desirable	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential/Desirable	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential/Desirable	Application/Interview