**Job Profile**

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| **Provisional Job Title:**  Residential Valuer | **Grade**: SO1 |
| **Section:** Property Services | **Directorate:** Housing & Regeneration |
| **Responsible to:** Principal Residential Valuer | **Responsible for:**  **NA** |
| **Post Number/s: RWH 7011** | **Date** |

**Working for the Richmond/ Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

* Responsible for: undertaking statutory valuations which include negotiating and settling property claims; the sale of surplus underused Housing areas such as lofts, basements. This will include providing advice to enable the preparation of response to requests for lease extensions.
* Provision of internal consultancy advice to other departments on valuation and residential property matters. The inspection and valuation of residential properties for Right to Buy purposes including the preparation of valuation reports for District Valuer redeterminations.
* Preparation of plans in relation to property transactions.
* Provide additional support to the Valuation and Asset Management Service (VAMS) team, by providing property administrative services such as key collection and initial point of contact for incoming queries.

**Specific Duties and Responsibilities:**

1. Directly provide professional valuation advice to the Council in respect of residential property and residential development sites.
2. Prepare and procure valuation reports and conduct or manage negotiations for statutory cases.
3. Carry out inspections and valuations under the Right-to-Buy and similar legislation.
4. Carry out inspections, valuations, negotiations and plan preparations for freehold disposals and lease extensions, statutory and voluntary under the Leasehold Reform Housing and Urban Development Act and the Leasehold Reform Act.
5. When necessary carry out inspections, valuations, negotiations, and plan preparation for variation of leasehold and freehold covenants and disposals of loft spaces, gardens and other undemised areas.
6. Instruct solicitors and provide additional information and supporting documents such as plans to enable cases to proceed with greater efficiency
7. Maintain effective working relationships with clients to discuss requirements and resolve any outstanding problems promptly and effectively.
8. Complete the RICS Assessment of Professional competence and obtain MRICS status.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond services.
* To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand the Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.
* To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.
* To advise and support managers on relevant matters affecting the service.
* To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
* To contribute as required to performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money function.
* To contribute as required to change programmes within the service.
* To support ways of working that ensure residents and stakeholders are actively engaged in the future of the function and can influence decision making.
* To contribute as required to the commissioning, market testing and contract management of services.
* To work as required in ways that develop good working relations and collaborative arrangements with internal and external stakeholders.

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge** | |
| Knowledge of the valuation of residential property and of the Right to Buy scheme or similar residential property valuations (e.g., valuations for mortgage purposes). | A & I |
| Understand the methodology of tribunal decisions for Leasehold Reform Housing and Urban Development Act (LRHUDA)/Leasehold Reform Act (LRA) valuations and of the valuation process involved. | A & I |
| Knowledge of Compulsory Purchase legislation provisions for assessment of compensation for acquisition of residential property. | **A & I** |
| **Experience** | |
| Experience of dealing with more complex property transactions including the preparation of sites for disposal. | A & I |
| Experience of the acquisition of residential property | A |
| Proven staff and/or contractor management experience. | I |
| Experience in valuing other types of property such as development sites and commercial premises. | A & I |
| **Skills** | |
| Good oral and written communication skills  Good influencing, advocacy and negotiation skills. | A & I |
| Ability to persuade, influence, advocate and negotiate. | A & I |
| Be able to use CAD and/or GIS applications for preparation of plans for disposals of all or parts of residential properties | **A & I** |
| Ability to successfully presenting LRHUDA/LRA cases at Tribunal, arbitration or other third-party determinations | **A & I** |
| Ability to prioritise case work and manage time effectively with a disciplined and methodical approach to ensuring all necessary tasks and issues are addressed. | I |
| **Qualifications** | |
| Be educated to degree level in estate management or equivalent and ideally be a member of the RICS and a Registered Valuer or able to successfully apply for registration. | A |