

Housing Asset & Valuation Manager

Salary: Band 11 - £42,503 - £46,549 p.a.

37 hours per week

About the service:

The Housing Asset and Residential Valuation team sit within the Housing Need and Supply Service as part of the Housing, Neighbourhood and Buildings Directorate. The Housing Need and Supply Service brings together the front end of housing need and the capacity through Housing Supply to design solutions to housing need.

This team supports the housing supply work by managing the valuation, leasing and acquisition of new homes to meet the demands placed upon the council.

What is the role?

This role leads the Housing Asset and Residential Valuation team. The team and therefore this post are responsible for the valuation of council housing stock, acquisition of new homes, the valuation of residential property and the management of non-residential assets held within the Housing Revenue Account (HRA) and the Housing General Fund (HGF). The council aims to add at least 100 properties a year to our housing stock through acquisition and this work is managed within this team. The role is responsible for the management and expansion of the HRA and HGF commercial portfolios which includes leading on planning for an increase in commercial income for the portfolio.

It is preferable that a qualified valuer will hold the role, but this is not essential. The role will be required to ensure the adequate training and supervision of the team which includes maintaining their professional training. If you are applying for this role and are not a qualified valuer, you will need to demonstrate that you have the necessary knowledge and experience to support the work and your team.

The team currently comprises a mix of residential valuers and commercial officers. This role will be responsible for training and supporting new staff and planning for the future with regards to the development of valuation and surveying staff.

The purpose of this role is to manage the HRA and HGF assets cost-effectively and to uphold quality tenant relationships. This includes:

- Leading and carrying out property and land valuations for a range of residential and non-residential properties in a portfolio worth over £2billion. This includes Red Book style valuations, Right-to-Buy valuations, buy-back valuations, development appraisals and valuations for financial statements
- Negotiation of complex leases, property sales and resolving management issues with leaseholders and tenants

- Dealing with complex leasehold disposals, sales and reviews which create income for PCC
- Oversight the commercial portfolio, currently 71 commercial properties and 422 commercial agreements
- Providing expert and specialist surveying advice across the portfolio of PCC assets
- Managing and advising on acquisitions, disposals and lease restructures, including the day-to-day management of the portfolio. This includes lettings, lease renewals, rent reviews and various landlord and tenant work
- Undertaking the business-critical annual statutory valuation of the HRA housing stock in accordance with legislative guidelines.

Aspects of the role require someone recognised as an expert in their field. The role has a major influence on policy, strategy and operational matters. It is expected that recommendations about strategic objectives will be made.

The role works with a range of internal and external stakeholders. Internally you may be working with colleagues in commercial property, leasehold services, the planning department and legal services. Externally you may work with external partners, commercial organisations and other local authorities.

Who is the person?

1. You have experience of working in a complex, large scale organisation.
2. You can balance the professional role with the line management responsibilities for the team.
3. You have the right to work in the UK
4. Preferably you are a professionally qualified residential/commercial valuation surveyor, with MRICS status or an experienced Associate of the Royal Institute of Chartered Surveyors.
5. RICS Residential Building Survey and Valuation qualifications are preferable along with the ability to work across general practice surveying fields.
6. Experience of managing a large property portfolio and undertaking annual statutory asset and stock valuations is essential.

The role requires experience and knowledge of:

- building pathology and dilapidations
 - building and land management
 - professional measurement methods
 - property and planning legislation
 - various complex RICS approved valuation methods
 - Right to Buy best practice and current legislation
 - property types and constructions (including historic, listed, non-traditional and modern builds)
7. You will be comfortable working autonomously and exercising your professional judgement in making decisions. You will have experience of doing this in sensitive situations and working with other specialist colleagues, for example in legal and housing teams.

8. You have experience of writing complex reports and presenting them to senior managers, elected members and commercial partners.
9. An understanding of stock valuations is essential as this is a high-profile task.
10. You are proficient in using IT systems including Microsoft Office applications, property management systems and Geographic Information Systems.
11. You will be supported to maintain you CPD and to meet PCC and RICS requirements and legislation.

When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience and attach this as a cover letter in the Supporting Documents section. This is really important or you are likely not to be shortlisted.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.