



Job Description

Job Title:	Property Management Surveyor
Directorate/Team:	Property and Strategic Assets
Location:	16 Summer Lane or other site/location
Responsible to:	Senior Property & Development Manager
Responsible for:	None
Key working relationships: (internal)	Finance, Legal, Estates, Facilities Management, Strategic Planning
Key working relationships: (external)	Tenants, Landlords, Managing Agents, Local Authorities, Contractors

Purpose of the Post

To manage the organisation's property portfolio, ensuring effective lease management, compliance with statutory obligations, and delivery of value for money. The role supports strategic asset objectives through operational property management and stakeholder engagement.

Accountabilities

- Ensure effective lease and property management across the portfolio.
- Maintain compliance with statutory and contractual obligations.
- Support strategic asset planning through operational insights.
- Deliver high-quality service to internal and external stakeholders.

Responsibilities

Strategic

- Support strategic asset planning through operational property data and insights.
- Contribute to property reviews and business cases for asset optimisation.
- Maintain and update the property asset register.
- Prepare reports and recommendations for decision-making.
- Provide professional advice on property matters.
- Work flexibly and with integrity to meet the needs of the WMCA and the Property and Strategic Assets Team.

People

- Liaise with tenants, landlords, and internal teams to resolve property issues.
- Promote collaborative working across departments and with external partners.
- Act as a point of contact for internal departments, elected members, and external partners.
- Represent WMCA in a professional manner at all times.

Operational

- Manage lease events including renewals, rent reviews, and terminations.
- Maintain accurate property records and ensure compliance with lease terms.
- Coordinate maintenance and repairs with contractors and maintenance teams.
- Conduct regular inspections of council-owned properties.
- Manage leases, licences, and tenancy agreements for council properties.

- Ensure timely rent reviews, renewals, and compliance with lease terms.
- Liaise with tenants and resolve property-related issues.
- Support acquisitions, disposals, and valuations of council assets.
- Liaise with legal and finance teams to ensure due diligence and compliance.

Financial

- Monitor property-related budgets and expenditure
- Support financial forecasting and reporting for property operations.
- Identify opportunities for cost savings and income generation.
- Contribute to capital and revenue budget planning for property assets.
- Ensure rents and service charges are demanded and received on time, and that reconciliations on accounts are carried out within the proper timeframes
- Ensure Value for Money and follows the appropriate governance processes for dealing with any financial activities.

Other

- Ensure compliance with health and safety and statutory regulations.
- Contribute to sustainability and social value initiatives through property management.
- Conduct risk assessments and implement mitigation measures.
- Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
Experience	E	D	A*	I*	T*
Experience in property management including lease administration and tenant	X		X	X	
Experience working with contractors, managing agents, and external stakeholders	X		X	X	
Experience managing operational and strategic property portfolios	X		X	X	
Experience in lease negotiations, rent reviews, and landlord/tenant matters	X		X	X	
Experience in property inspections, valuations, and reporting	X		X	X	
Experience in maintaining property records and ensuring compliance	X		X	X	
Experience in a local authority or public sector setting		X	X	X	
Experience managing disposals and acquisitions		X	X	X	
Skills / Knowledge	E	D	A*	I*	T*
Knowledge of property legislation, lease terms, and valuation principles	X		X	X	
Strong communication and negotiation skills	X		X	X	
Ability to manage budgets and identify cost-saving opportunities	X		X	X	
Familiarity with asset management strategies and property performance metrics	X		X	X	
Understanding and application of Health & Safety Legislation	X		X	X	
Ability to interpret and apply legal documentation	X		X	X	
Flexible and resilient under pressure	X		X	X	
Experience with GIS or digital mapping tools		X	X	X	
Full UK driving licence and access to a vehicle	X		X		
Willingness to work outside normal hours when required		X	X		
Qualification / Education / Training	E	D	A*	I*	T*
Degree or equivalent in property management, surveying, or related field	X		X		
Membership of RICS or similar professional body (or working towards)	X		X		

*Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations

Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Business Continuity	Business Continuity All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
18.12.2025	JEP698	SP38-SP42	