

Role: Estate Surveyor South & West	Department: Conservation and Policy
Reports to: Head of National Estates	Pay Grade: Grade 5 Lower, £40,707 - £44,847 pro-rata, per annum
Location: Greenbank, Working from Home & Multiple Sites <i>This role involves travel to sites across Scotland With some flexibility for home-based working</i>	Type of Contract: Permanent , Full time
Terms and conditions <i>The post is subject to the Trust's standard terms and conditions.</i>	

JOB PURPOSE

The role of the Estate Surveyor is to advise on the management of the non-visited property within the South & West Region. This role primarily supports the Regional Director, it also supports the Business Manager and the Operations Managers within the Regional Team. The Estate Surveyor oversees the occupancy agreements, revenue generation, administration and compliance of all let property within the Region. There is a requirement to provide briefings and supporting papers for the Regional Director to provide the background and context for decision making. As part of the National Estates Team, there are also Trust-wide tasks for the Estate Surveyor.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Property Management. Provide a wide range of property asset management consultancy advice and support, carrying out connected tasks to further the management of a substantial portfolio with responsibility primarily for the leased agricultural, residential and commercial assets, including instigating and negotiating rent reviews, lease renewals and other landlord and tenant matters.
- Growing Income. Continued advances in activity, identifying opportunities, maximising rental income, improving efficiency, delivering value for money and progressing complex negotiations.
- Professional Support. Provide the risk management, legislative support and the necessary assurance to ensure activities are in line with Trust policies and procedures, best practice and the external requirements on the Trust, helping to deliver a consistent approach across all activities.
- Reporting. Provision of timely and accurate reporting, including Financial reporting, working with Managers to set, manage and report on budgets.
- Conservation Agreements. Management of Conservation Agreements within the Region, including reporting to the Conservation Agreement Scrutiny Panel where required.

- Stakeholder Management. Developing relationships with tenants, neighbours, NTS members and parties connected to NTS.

DIMENSIONS AND SCOPE OF JOB

Technical

- The NTS is the 4th largest landowner in Scotland and holds a diverse and challenging portfolio. The post holder is required to be conversant in legislation regarding property asset management. Support will be provided by the Head of National Estates, counterpart Estates surveyors, NTS legal team and internal and external specialists. The post holder will be required to manage projects, deliver and enact solutions to the many and varied day to day issues.
- As the post holder develops they will use their regional remit and ever increasing understanding of the wider Trust organisation to identify and develop opportunities working closely with NEM and colleagues.

People Management

- The Estate Surveyor has no direct line management, but the post-holder will liaise closely with colleagues and volunteers across the organization in particular with the Regional Director, Regional and Property management teams who have local management responsibility and accountability for the Trust's property portfolio.
- The post-holder will have frequent interaction with external stakeholders, Trust tenants (existing and prospective) as well as local communities.
- Participation in (and on occasion leading) multi-disciplinary project teams consisting of in-house staff and external consultants/contractors.

Financial Management

- While not a revenue budget holder, the post-holder will be involved in the setting of the annual budget and therefore be responsible for the delivery against budget of specific rental income targets, capital expenditure projects and maintenance activities. They will also have input into repair and maintenance budgets, ensuring projects are completed in time and on budget.

Experience and Essential Skills

- RICS qualified with a minimum of 3 years demonstrable successful post qualification experience in:
 - Landlord and tenant matters.
 - Property management.
- A working knowledge of the following:
 - Agriculture.
 - Forestry and woodland management.
 - Mapping.
 - Management of the natural environment and landscape.
 - Access & rights over land.
 - Land use & diversification.

- Self-starter with proactive and resourceful capabilities and capable of working effectively both within a team dynamic and able to work remotely.
- Commercially aware and able to negotiate independently and effectively.
- Proven effective problem-solving skills.
- Strong and effective interpersonal and communication skills, verbal and written, at all levels.
- Resilient, flexible and with a positive outlook.
- A driving licence with access to a car.

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 30th March 2025.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"