

Aspire Job Description

Job Title: LAND AND PROPERTY SURVEYOR **POSITION ID:** LPSUR150

Entity: **ASPIRE DEFENCE SERVICES LIMITED (ADSL)**

Location: Tidworth

Reports to: LAND AND PROPERTY MANAGER

Key Purpose of the Role:

- To deliver property management for a portfolio of MoD properties occupied by non-military and military tenants across the Garrisons on Salisbury Plain and at Aldershot.

Key Responsibilities:

- To support the Authority's objective in making the best use of Surplus Facilities and efficient, professional and diligent management of Third-Party Occupiers.
- Annual condition surveys and inspections with a Landlord repairing responsibility or occupation is granted by a full repairing and insuring lease.
- Undertake photographic schedules of conditions and/or inventory reports as appropriate;
- Ensure accurate monthly and quarterly charge raise, collection and credit control duties;
- Manage and action Lease diary events;
- Approve general maintenance and repairs requests, general management duties and Lease administration.
- Reviewing Leases and any other legal documentation, ensuring accurate data is maintained on the Qube property management system.
- Assist in the preparation of management reports and attend client/GMT meetings.
- Carry out actions as instructed by the customer.
- Manage and monitor the portfolio's Health and Safety and statutory obligations.
- Manage the third-party occupations insurance obligations.
- Develop and maintain good relations with the occupiers of each property through regular meetings.
- Maintain the interface with the MOD representative at DIO and undertake casework discharged in accordance with the PAC Contract.
- Where required assist with insurance claims.
- Work with the Estates Maintenance Team with regards to maintenance of Tenanted Estate Assets.
- Identify and progress other development opportunities.
- Assist the Land and Property Manager with tasks as required.

Qualifications

Essential:

- GCSEs and A levels in Maths and English

Desirable:

- Working towards a RICS
- Studying to become a surveyor

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Experience & Knowledge:	Essential: <ul style="list-style-type: none">• Property Management experience• Clean drivers' licence• Good working knowledge and understanding of the various Landlord & Tenant Acts, specifically the 1954 Act, Housing Acts and other statutory legislation governing property including Fire, H&S, etc.• Ability to interpret and understand lease and other legal documents.
Skills:	<ul style="list-style-type: none">• Good interpersonal and communication skills• Attention to detail• Confident and assertive where required• Team player with the ability manage all stakeholder expectations• IT proficient in Excel, Word, Outlook and property accounting databases.
Date:	12/09/2019