

Job Description

Job Title	Grade/Salary
Lead Surveyor (Lease Negotiation)	£63,700 FTE
Accountable to	Responsible for
Group Director of Resources	

Job Purpose and Role

The Lead Surveyor will be responsible for managing and negotiating property leases across Teesside and Butterwick Hospices' portfolio, ensuring the organisation secures cost-effective, flexible, and strategically aligned property agreements. The role supports the charity's mission by optimising property use, minimising financial risk, and ensuring compliance with legal and regulatory requirements.

Main Duties and key result areas

Lease Negotiation & Management	<ul style="list-style-type: none"> Lead negotiations on lease acquisitions, renewals, rent reviews, break clauses, and disposals. Secure best lease terms possible aligned with organisational needs. Advise on lease strategies to reduce cost and risk. Liaise with landlords, agents, and legal teams
Property Portfolio Management	<ul style="list-style-type: none"> Maintain accurate property records and lease event tracking. Manage lease expiries and break options proactively. Monitor market conditions to inform strategy. Support acquisitions and disposals.
Professional Advice & Compliance	<ul style="list-style-type: none"> Provide expert advice on landlord and tenant matters. Ensure compliance with legislation and RICS standards. Manage risks associated with lease terms and obligations.
Financial & Commercial Oversight	<ul style="list-style-type: none"> Deliver cost savings through negotiation. Review rents, service charges, and liabilities. Prepare financial appraisals and reports.
Stakeholder Engagement	<ul style="list-style-type: none"> Work with internal teams to align property strategy. Build strong relationships with landlords and advisors. Communicate clearly with trustees and leadership.



**Better Health
at Work Award**
Silver Award



Delivering to our Values

Accountable

- Able to justify actions or decisions
- Takes personal responsibility for their actions
- Able to describe the impact of their work in a way others understand
- Welcomes feedback as an opportunity to grow and develop

Trustworthy

- Working collaboratively with beneficiaries, colleagues, partners and supporters
- Being authentic and transparent
- Trusted to respond to needs and deliver what is expected of us
- Projecting a professional image that engenders trust

Principled

- To adhere to professional and clinical standards
- Maintain appropriate boundaries and relationships which are built on trust and honesty
- Avoid and speak out against any actions, or behaviours, that conflict with our values or could cause harm to any stakeholders
- Demonstrate strong moral principles which embody Teesside Hospice's vision and bring our values to life
- Do the right thing even in difficult situations, and always endeavour to work effectively and efficiently to maximise results and service

Skilled

- Having and showing the knowledge, ability or training to work well
 - Seeking opportunities to learn from a wide range of sources
 - Contributing to the provision of excellent, safe and effective care no matter what your role is in the organisation
- Ensuring that the treatment, support and services we offer are effective

Compassionate

- *Feeling or showing kindness and concern for others*
- *Able to empathise with people who dealing with a terminal illness*
- *Being kind in use of language and behaviour*
- *Caring for others who need our support and help*

All employees are expected to:

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is perused through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.
- Respect privacy and dignity at all times.
- Fulfil obligations in relation to safeguarding, namely: recognising possible abuse, including knowing what abuse is, what to look out for, and how to be vigilant at all times. Respond quickly and appropriately to possible concerns. Sometimes a concern is obvious, sometimes it is not. Report my concerns to the appropriate person to ensure that me and my organisation does everything possible to keep our patients and people safe and supported and record my observations and concerns, including the actions I and others have (or haven't) taken.

The duties outlined in within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the Head of Service. Teesside Hospice reserves the right to amend the job description at any time.

I have read and understand the duties required for the role.

Signed

Date

Print name



Person Specification

Attribute	Detail	Essential or Desirable
Skills & Abilities	Strong communication and negotiation skills.	E
	Strategic thinking and commercial awareness	D
	Stakeholder engagement	D
Knowledge & Experience	Experience in commercial lease negotiation.	E
	Strong knowledge of landlord and tenant law.	E
	Portfolio management experience.	E
	Experience with multi-site portfolios.	E
	Experience in the charity or not-for-profit sector.	D
	Understanding of funding and social impact considerations.	D
Education & Qualifications	FRICS-registered.	E
Personal Attributes/ Key skills	Excellent communicator	D
	Negotiation and influencing skills	D
	Attention to detail and risk management	D
Other	Ability to travel independently across the area covered (Durham & Tees Valley)	E