

## Job Details

Job Title: **PROPERTY OFFICER**

Post Number: POST000011

Directorate: Environment and Community Services

Section: Property and Leisure Services

Post Grade: Tier: 4 Grade: G

Responsible to: Property and Town Deal Manager

Responsible for: N/A

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## Job Purpose

- Ensure the delivery of a planned reactive and preventative maintenance programme for a range of building related works which key into the Council's overall strategy for management of its building stock. Undertaking competitive tendering exercises ensuring that the Council maximises value for money.
  - Provide full project management for works required under the Council's Capital building programme.
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## Main Responsibilities

- Prepare and periodically review the Council's planned preventative maintenance programme including undertaking research to ensure that best practice in maintenance programmes is both identified and implemented by the Council and to minimise any risk to public safety and budgets are both forward planned and controlled.
- Deliver the Council's planned maintenance programme within budget by procuring contractors for building works in line with the Council's contract procedure rules to ensure the Council obtains value for money from its capital and revenue expenditure. This will include writing project briefs, specifications, preparing competitive tender documentation whilst ensuring compliance with appropriate legislation, building regulations and planning requirements relevant to your area of responsibility. Engaging and working with external consultants as necessary.

- Assist with the preparation of designs, specification and budget costings for grant/funding applications. Engaging and working with external consultants as necessary.
  - Administer building work contracts and inspect work progress to ensure compliance against contract conditions, specifications, programmes and tender documents.
  - Manage, schedule and carry out building and stock condition inspections, issue reports to stakeholders and incorporate findings into the councils planned preventative maintenance programme.
  - Deliver the Council's building reactive maintenance works, managing the budget and allocating works either internally or externally depending on the nature of the work.
  - Ensure that health and safety matters are considered during the planning and monitoring of planned and reactive works.
  - Assist with the work of the Engineering, Building Compliance and Corporate Health & Safety Officers as and when the need arises.
  - Ensure the Council complies with relevant legislation relating to Health and Safety matters which may affect staff or contractors at its premises, for example. Work at Heights, Asbestos, Legionella, Construction Design and Management Regulations.
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## **Decision making**

- Prioritise maintenance and repairs to prevent excessive deterioration to buildings.
  - Recommend building repair control measures.
  - Undertake checks of contractor's work and make recommendation of acceptance
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## **Financial Responsibilities**

- Maintain budgetary control systems relating to land and building repairs, so that works can be project managed and contained within budget as well as completed on time.
- Value contractors work against budgets and certify in line with contract requirements.
- Account for an agreed budget.

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## **Key Contacts / Relationships**

- Liaise with internal and external partners so that sustainability and energy efficiency is incorporated into Council owned property.
- Work in partnership with private contractors.
- Work in partnership with Engineering, Building Compliance, Corporate Health & Safety and other council officers.

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## **STANDARD CLAUSES**

### **Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

### **Equality and Diversity**

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

### **Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

### **Performance Management**

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

### **Confidentiality**

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

## **Customer Care**

You will promote and deliver fair and high-quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

## **Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

## **Safeguarding Children and Vulnerable Adults**

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

## **Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by:**        **Head of Property and Leisure Services**

**Date:**                **November 2025**

**Version:**           **1.1 November 2025**

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## **Declaration**

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

# PERSON SPECIFICATION

**Job Title:** PROPERTY OFFICER

**Post Number:** POST000011

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## EXPERIENCE

### Essential Criteria

- Experience of managing building maintenance and repairs programmes including budget control. [A, I]
- Experience of carrying out building inspections to identify defects and compliance. [A, I]
- Experience of preparing schedules of work, project briefs, specifications, tenders and procuring construction works. [A, I]
- Experience of managing contracted building projects through to completion including cost control and contract administration. [A, I]

### Desirable Criteria

- Experience of information systems relating to land and building repairs. [A, I]
  - Experience best practice research into implemented maintenance programmes. [A, I]
  - Experience of project management delivery within budget and timescales. [A, I]
  - Experience of delivering a planned preventative maintenance programme in accordance with BS8210 – Guide to Building Maintenance Management. [A, I]
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## QUALIFICATIONS

### Essential Criteria

- Degree in surveying or HNC or HND level qualification in a building construction related field. [D]

### Desirable Criteria

- Professional qualification RICS, CIOB, CABE or equivalent/or working towards. [D]
  - Construction NEBOSH. [D]
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## SKILLS & KNOWLEDGE

### Essential Criteria

- Strong knowledge of building construction, defect diagnosis and building pathology, including construction methods, building standards and how they are applied. [A, I, T]

- Experience of supporting the successful delivery of capital projects using project administrative principles and standard forms of methodology. [A, I]
- Experience of preparing project plans, work programmes, monitoring achievements and performance indicators. [A, I, T]
- Proven ability to inspect premises to ensure that they comply with all relevant building standards [A, I]
- Proven ability of carrying out accurate site and desk surveys, calculations and producing drawings, quotations, preparing and monitoring budgets and estimates for construction or maintenance work. [A, I]
- Knowledge of procurement and tendering methodologies i.e. JCT forms of contract. [A, I, T]
- Good customer focus to deal with day-to-day property management queries and complaints. [A, I]
- Ability to use IT software such as Microsoft Office packages. [A, I]
- Knowledge of legislation affecting building operations, e.g. British Standards, Approved Codes of Practice, Building and Planning Regulations, standard forms of building contract, CDM regulations, and relevant Health and Safety legislation, and other construction-based legislation. [A, I, T]
- Knowledge of the Management of Health and Safety at Work Regulation 1999, Health & Safety at Work Act 1974 and The Building Regulations. [A, I, T]
- Resilient with the ability to work within a changing environment. [A, I]
- Commitment to seeking new ways of working to achieve continuous improvement. [A, I]

### **Desirable Criteria**

- Knowledge of sustainability and energy efficiency issues. [A, I, T]
- An ability to use Computer Design Software to produce drawings and/or willingness to do so. [A, I]

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## **OTHER REQUIREMENTS**

### **Essential Criteria**

- Current valid driving licence and access to a vehicle. [D]

### **Desirable Criteria**

- Working within a Local Government environment. [A, I]
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## **ASSESSMENT KEY:**

A Application | I Interview | T Test | D Documentation

