

Job Details

Job Title:	PROPERTY & ESTATES SUPPORT OFFICER
Post Number:	POST000322
Directorate:	Communities
Section:	Property and Leisure Services
Post Grade:	Tier: 5, Grade: E
Responsible to:	Estates and Asset Manager
Responsible for:	N/A

Job Purpose

- Assist the Estates & Asset Manager (RICS Chartered Surveyor) with land and property management and support valuation services to the Council and its departments.
-

Main Responsibilities

- Undertake property management and letting duties surrounding Council owned investment assets with the support of the Council's Estates & Asset Manager
- Assist with negotiations for the sale, purchase, lease, or the temporary use of land and buildings for the Council and co-ordinate arrangements through to completion.
- Provide support in the Capital Asset Valuation programme of land and property by ensuring all information provided to the Council's appointed RICS accredited valuers is up to date and accurate.
- Assist in the updating and maintaining of the Council's asset register.
- Liaise with the Council's Property Officers and Engineering Officer to ensure repair and maintenance work is carried out to the required standard and within budget.

- Assist with the undertaking of the day-to-day management in respect of the Council's portfolio and deal with lease renewals, rent reviews and tenant related disputes.
 - Deal with new lettings of land or buildings ensuring necessary diligence is carried out.
 - Travelling to properties and conducting viewings.
 - To manage the Council's Asset Management System Software (ELF) and assist with the collection of corporate land and property data and manage all forms of administration and paperwork in an organised and efficient way.
 - The duties of the successful applicant may be performed in any of the work areas of the Service depending on priorities.
-

Decision making

- Liaise with the Estates & Asset Manager to market properties in the most appropriate manner to maximise the rental and sale potential.
 - Undertake inventories on investment properties and subsequent 'check out' reports to ensure tenants have fulfilled lease/licence obligations with a view to releasing deposit at the end of a tenancy / licence.
 - Deal with day-to-day property management dealings in the appropriate manner ensuring good customer service is ensured whilst protecting the Council's interests / assets.
 - Make arrangements at times of emergency for contractor works to be completed in EBC leased properties.
-

Financial Responsibilities

- Agree the monthly tenancy income to ensure accurate invoices are raised in a timely manner.
 - Agree and instruct contractors to undertake minor repairs in conjunction with Property Officers on Council owned assets.
 - Value commercial rental property using comparable evidence to ensure good value is achieved.
-

Key Contacts / Relationships

- Liaise with internal/external clients, tenants, contractors, members of the public, councillors.
-

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: **Property & Facilities Manager**

Date: **January 2023**

Version: **1.1 – 9 January 2023**

Declaration

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

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

PERSON SPECIFICATION

Job Title: PROPERTY & ESTATES SUPPORT OFFICER

Post Number: POST000322

EXPERIENCE

Essential Criteria

- Property and land valuations and negotiations. A/I/T
- Relevant previous post qualification experience of property and asset management. A/I/D/T
- You will have excellent written and communication skills. A/I
- Computer literate with experience of Geographical Information Systems (G.I.S) A/I

Desirable Criteria

- Knowledge of funding from development agencies. I
 - Commercial and industrial development experience. I/T
 - Experience of working in local government. A/I
 - Demonstrable working knowledge of health and safety legislation. A/I/T
-

QUALIFICATIONS

Essential Criteria

- Hold A Levels or BTEC Diploma or equivalent. D

Desirable Criteria

- A RICS accredited degree or diploma in Estate Management or other relevant degree. D
 - Membership of the Royal Institution of Chartered Surveyors. D
-

SKILLS & KNOWLEDGE

Essential Criteria

- Ability to work and co-operate with staff at all levels. I
- Knowledge of Landlord and Tenant Legislation and the practical application. A/I
- Good communication and customer care skills. A/I
- Effective report writing and presentation skills. D/I/T
- Ability to work under pressure. I

OTHER REQUIREMENTS

Essential Criteria

- Full driving licence (reasonable adjustments will be made if a disability precludes this requirement).

D

ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

Version: 1.1 – January 2023