

Job Description

Post title:	Estates Officer		
Date:	September 2022		
Post Number:	301104	Grade:	G
Responsible to:	Asset Manager		
Level:	Officer		

Main objectives of the service

To work towards the implementation and delivery of corporate policies, the Council's vision and priorities in conjunction with the others in directorate.

Job Purpose

To administer effectively the Council's land and property portfolio, ensuring assets are fit for purpose; that the property portfolio is actively managed to minimise costs, maximise capital and rental revenue, whilst ensuring all statutory obligations are met.

Principle accountabilities

Property and Land Management

- To assist in the liaison of land development, interacting with developers, contractors and other external agencies.
- To administer and progress the process for the acquisition, disposal (including leasing) of land and property in consultation with others and seek professional advice and legal support to ensure matters are completed in a timely manner.
- To prepare, as required, reports on issues of land and property management, requests and disposals.
- To undertake property reviews to detail the nature of the Council's assets, the maintenance costs and make recommendations for the best use of assets.
- To contribute to maintaining, developing and implementing the Council's Asset Management Plan.
- To manage voids in the Council's property portfolio. To initiate and progress minor works to maintain property in the Council's ownership in acceptable condition in accordance with budget provision.
- To ensure that the Council's obligations and rights in relation to land or property are met.
- To process requests for wayleaves or easements over land owned by the Council.
- To undertake inspection of all of the Council's land and property not in occupation to ensure that the Council meets its obligations under relevant legislation.
- To respond to enquiries on matters concerning Council owned property and land.
- To deal efficiently with enquiries and complaints about the Council's property and

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- initiate the appropriate investigations and responses.
 - To contribute to the development of processes and procedures to improve the Council's building and land management function.

Land Holdings and Assets Register

- To review periodically the Council's land holdings and assets register.
- To undertake property reviews to detail the nature of the Council's assets, the maintenance costs and make recommendations for the best use of assets.
- To support the working of the Asset Management Group including ensuring that its decisions are progressed and ensuring that actions are undertaken in a professional and timely manner
- To assist with the implementation and maintenance of asset management software
- To assist in the survey of sites and premises and updating the Asset Registers to account for acquisitions, disposals or change in physical characteristics of the asset
- To liaise with and instruct the Council's agents to obtain valuation services and advice including the initiation and completion, by the Council's land agent, in accordance with legislative requirements.
- To supply statistical information to Government bodies and other recognised agencies as required.

Administer Tenancies

- To meet and as necessary negotiate with prospective and current tenants in relation to the Council's tenancies.
- To review the terms and conditions of tenancies and take action as required including ensuring compliance with the conditions of the tenancy, including the payment of rents and the maintenance obligations and initiate any enforcement action which may be required.
- To undertake the administration of rent reviews as required in the terms and conditions of a tenancy or lease in conjunction with the Legal Executive and the Council's professional advisers.

Risk Management

- To complete risk assessments on all of the Council's land and property to ensure that the Council's property is, as far as possible, risk free. Draw up a programme and update actions required to remove any hazards and minimise any risks identified to acceptable levels and to require and review the risk assessments of any external body or party requesting access onto Council property.
- To co-ordinate with third parties relating to the use of Council property and with the support of others to review requirements and specifically the risk assessments and insurance documentation to protect the Council's interests.
- To liaise with insurance officers and external companies in respect of property values and valuation data, provide information, and attend inspections relating to claims made against the Council from accidents / incidents upon Council land.

Budget Responsibility

- To contribute to the preparation of an annual draft budget to achieve the land and property management objectives of the Council.
- Maintain costs to budget by monthly review and liaison with Financial Officers.
- To reconcile monthly invoices from the Council's term contracted land and property management consultant to work instructions.
- To procure and manage external consultants with particular responsibility for the procurement of the term contract for land and asset management services which is a key requirement to support the Council's objectives.

Ensuring all activities are carried out in accordance with the Council's constitution, regulations, policies, and national standards.

Carrying out any other duties requested within the employee's skills and abilities whenever reasonably instructed.

Scope

Budgetary responsibility: Large (£7500 to £75,000)

Staffing responsibility: None

Physical responsibility: This post has responsibility for risk assessing Council owned properties (land and Buildings) as a corporate safety requirement.

Working conditions

This post is 1 FTE.

Hours are generally worked during normal office hours and subject to the Council's flexible working schemes.

Although the role is generally office based, there will be some flexibility to work from home, subject to agreement by the line manager. There is also a physical need to move throughout office buildings and attend external meetings with a variety of different organisations. In order to meet the duties of the post the job holder must ability to travel independently around the District.

This post is currently designated as an Essential Car User post.

This post is subject to a basic criminal record check in accordance with the Council's Employment Screening procedure.

This post is not deemed to be a politically restricted post.

Person Specification

Qualifications, Knowledge and Experience	Essential / Desirable
Minimum Level 2 qualification (under the National Qualification Framework) in Literacy and Numeracy (A to C Grades at GCSE or equivalent)	Essential
Knowledge of Land and Property Management and Management Practice	Essential
Knowledge of related legal aspects with ability to interpret and implement	Essential
Knowledge and experience in the completion of Risk Assessments relating to property, lands and events	Essential
Preparation of financial information for use in projects	Essential
IT literate	Essential
Knowledge of budget preparation	Desirable
Knowledge of local government responsibilities and current and future issues.	Desirable
Experience in creating heads of terms and lease documentation	Desirable
Experience in general property matters, including basic inspections and dilapidations	Desirable

In relation to the Climate and Ecological Emergency declared by Eden District Council in July 2019, the Council is aspiring for officers to contribute towards the councils aims to reduce carbon emissions and have positive impact on the natural environment.

Eden District Council is committed to act sustainably by reducing its carbon footprint and enhancing a healthy, biodiverse and sustainable environment while promoting our working cultural landscapes and economy. We aspire for our staff to have a real awareness and understanding of the environmental issues we and our communities face because of Climate Change.

Demonstrable and transferable Competencies and Behaviours

Strategic perspective

- Understands purpose of service area and how own role impacts this
- Maintains up to date knowledge relevant to role
- Aware of external factors affecting role
- Thinks ahead for the coming days and weeks

Planning and Continuous Improvement

- Plans own workload to meet deadlines
- Delivers activities using agreed methodologies and processes
- Ensures understanding of plans and timescales
- Identifies where approaches can be improved
- Adapts to changes required in the service

Problem solving

- Gathers relevant information to understand issues
- Uses some initiative to explore issues
- Makes independent decisions appropriate to role
- Makes suggestions which resolve issues

Communication

- Speaks clearly and concisely
- Listens carefully to understand
- Uses plain English, appropriate language and correct grammar

Collaboration

- Builds relationships and networks within teams
- Deals with people tactfully and diplomatically
- Shares information which helps others

Commitment

- Takes responsibility for own actions
- Shows determination to deliver
- Controls emotions
- Treats people with dignity and respect

Developing and leading people

- Conscientiously monitors the quality of own work
- Open to learning and personal development
- Encourages and praises colleagues
- Draws attention to things which are important