

Job Description

Post Title:	Estates Assistant	Grade:	8
Post No:			
Directorate:	Communities	Section:	Estates
Responsible to:	Senior Estates Surveyor	Responsible for:	N/A
Location:	Civic Centre		

Overall Job Purpose:
<p>To assist the Senior Estates Surveyors in delivering and managing the Council's property portfolio and assisting in their roles as the Council's Valuers.</p> <p>To support the Council's Business Plan Objectives.</p>

Key Tasks & Responsibilities:
<p>To provide an estates management service across a diverse portfolio of land and buildings, namely, land and buildings held by the council for operational and non- operational purposes including those properties held in the Council's investment portfolio.</p> <p>To maintain proper records of the Council's land holding to facilitate all matters relating to estates management.</p> <p>To establish effective working relationships with other council departments and external partners to contribute to the delivery of the Council's objectives.</p> <p>To undertake site visits and inspections of land and property as required.</p> <p>To engage and supervise external consultants as required undertaking activity on behalf of the Council in relation to the function in accordance with Council regulations.</p> <p>To assist in reviewing revaluations for NNDR purposes and liaison with the Council's rating agent.</p> <p>To assist the Council Surveyors</p> <p>To assist in the acquisition, sale or disposal of land by the Council and the conduct of negotiations on such matters.</p> <p>The administration of the Council's Allotment Holdings.</p>

The administration of the Council's Market tenancies and Service Charge accounts.

To issue events licences in so far as they relate to permissions for the use of Council land on the instruction of the Arts and Events Officer.

To assist in the letting of land and premises.

To provide an administrative support for professional staff.

To process sundry debtor and creditor claims, invoices and data in relation to investment properties, but excluding operational properties, according to the needs of the service.

To prepare and present reports to Portfolio Holders and Council Committees as requested.

To establish effective liaison with other Council services to facilitate service delivery.

To deputise for the Senior Estates Surveyors as required.

To consult with other services on terms and conditions for the issue of events licences, and upon their instruction, issue the appropriate licence and guidance to clients.

To maintain a terrier filing system and all related data systems and information related to council property assets.

To undertake any other duties commensurate with the post.

Corporate Responsibilities:

The postholder will be expected:-

To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.

To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.

To carry out duties in accordance with the Council's policy on equality and diversity.

To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.

To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.

To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.

To be responsible for Data Quality.

To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

Special Conditions:

(e.g. week-end work, shift allowance, car/telephone allowance)

➤ The council operates a strict non-smoking policy.

- Casual car user allowance
- Occasional evening work

This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.

Prepared by: Head of Built Environment

Date: July 2022

Post Holder Signature:

Date: