

**WOKING BOROUGH COUNCIL
JOB PROFILE**



Job Description

Job Title: Estates Officer

Pay Grade: W3 - W4

Directorate: Corporate Resources

Team: Property Services

Reporting to: Principal Estates Officer

Budgetary Responsibilities:

• Staff:	£	N/A
• Other Direct:	£	N/A
• Other indirect:	£	N/A
Total:	£0	

Job Purpose:

- To carry out the professional work / day to day work of the Estates team under the supervision of the Principal Estates Officer.
- To maximise the income opportunities and capital receipts from the Council's land and property assets and to minimise outgoings and capital expenditure.
- To provide timely and relevant advice, information and reports on property related matters to the various departments of the Council.
- To prepare and maintain the Council's property information system comprising text and maps held electronically.
- To support in the management of contracts and relationships with outsourced managing agents, setting expectations and standards, holding to account for a first class property management service.

Main Tasks:

1. Negotiating rent reviews, lease renewals and regears, surrenders, new lettings, easements and licences.
2. Processing applications for assignments, underletting's and other variations to leases.
3. Updating records following tenancy changes and ensuring key lease events are monitored and actioned.
4. Inspecting properties and enforcing covenants.

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5. Liaising with external consultants and appointed professional advisors to ensure satisfactory deal terms are secured on the Council's land and property assets.
6. Liaising with legal advisors and other departments where appropriate, to ensure transactions are appropriately concluded.
7. Regularly reviewing and interpreting title documents.
8. Providing advice and information to other council departments on property related matters, including interpretation and compliance with registered documentation.
9. Responding to consultations from Housing Services / Right to Buy Officer on Right to Buy applications.
10. Undertaking site surveys and negotiating on boundaries with other parties where required.
11. Liaising with Finance and Finance Property Teams on income receipts and expenditure budgets relating to the Council's land and property assets.
12. Preparing plans, using the computerised mapping system, required for legal documents and for other property related purposes.
13. Report any potential fraud and provide input on minimising the risk of fraud.
14. To attend meetings to present the Property Services Team's view on land and property related matters.
15. To keep up to date with property legislation and practices, to be commercially aware and to be in touch with changing market conditions and to appreciate the relevance and impact on Council assets.
16. Entering and maintaining the factual information on the Council's property management system. The information may come from legal documents or from other, property-related sources.

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People Management: Not Applicable.

Service Management:

- Build relationships and be a contact for legal, finance, business rates and other relevant teams across the organisation.
- Understanding of contractual requirements and processes to affect best value for WBC.
- Good commercial background / knowledge to allow negotiation with tenants, suppliers and contract management.

Financial Responsibility:

- Support the financial administration of one or more outsourced managing agent contracts.
- Assist in the production of an accurate rental forecasts, void cost forecasts and budget setting and monitoring.
- To ensure property transactions comply with the Council's Financial Regulations and Contract Procurement Rules.
- To ensure good governance and due diligence is undertaken in all land and property related transactions to safeguard the position of the Council.

Other Responsibilities:

- Support the Principal Estates Officer on property related health and safety matters, working closely with the Building Safety and Compliance Manager.
- Assist in responses to Freedom of Information Act Requests.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To be available for meetings and undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of the post.

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Person Specification

Key:

E = Essential, D = Desirable,

A = Application Form, I = Interview, P = Presentation, T = Test

Please list as required.

Criteria	Standard	E/D	Measure
Education & training	<ul style="list-style-type: none"> Degree standard in a property related subject (i.e. Property Management / Estates Management). 	E	A
	<ul style="list-style-type: none"> Working towards MRICS qualified. 	E	A
	<ul style="list-style-type: none"> Knowledge of Equality Act, Landlord and Tenant Legislation and H&S legislation. 	E	A/I
	<ul style="list-style-type: none"> Willing to work towards a job specific work based qualification upon successful completion of probationary period. 	E	I
Experience	<ul style="list-style-type: none"> IT Literate. 	E	A/I
	<ul style="list-style-type: none"> Post qualification experience in a property management environment. 	E	A/I
	<ul style="list-style-type: none"> Experience of managing commercial property and negotiating leases. 	E	A/I
	<ul style="list-style-type: none"> Local authority experience. 	D	A
	<ul style="list-style-type: none"> Experience in managing external contracts. 	E	A/I
	<ul style="list-style-type: none"> Experience of debt recovery process. 	D	A/I
	<ul style="list-style-type: none"> Knowledge of leases, wayleaves, licences and other property transactions 	E	A/I
	<ul style="list-style-type: none"> Ability to take a holistic view when assessing the impact of property transactions on the assets in the Borough. 	E	A/I

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Special Requirements	• Ability to interpret property-based documents.	E	A/I
	• Experience of negotiating on property related transactions.	E	A/I
	• Health & Safety Legislation CDM Regulation, Risk Assessments etc.	E	A/I
	• Practical approach to problem solving with the ability to carry out wide ranging tasks.	E	A/I
	• Ability to communicate both verbally and in writing with varied people and situations.	E	A/I
	• Working knowledge of Information Systems and technology (Microsoft Project, Office & AutoCAD).	E	A/I/T
	• Use of electronic property asset management system	D	A/I
	• A willingness to adopt an enthusiastic and flexible approach to work and to contribute to the work of the team.	E	A/I
	• Occasional requirement to work outside normal office hours – evenings and weekends.	E	A/I

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Candidate Screening

Does Rehabilitation of Offenders Act 1974 apply?	No
Disclosure and Barring Service check required?	No
If yes, what level?	Choose an item.
Is this a Politically Restricted Post?	No
Does this role have emergency responsibilities?	No Choose an item.

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Role Map (see linked grade map below)

Behaviour	Level Required (1-4)
Shaping our Future	2
Leading our People	1
Delivering for our Customers	2
Making Change Happen	1
Team and Partnership Working	2
Communicating Openly	2
Performance Management	1

Please refer to the Council's Behavioural Framework for examples and indicators of the expected behaviour required at each level (this will be attached as a document to each job advert).

**WOKING BOROUGH COUNCIL
LINKED GRADE DESCRIPTOR**



Job Title	Team + grade	Duties/responsibilities with reference to behaviours	Probable Qualifications	Indicative Experience	Behaviours from role map						
					SofF	LourP	DforourC	MCH	Tand PW	CO	PM
Estates Officer	W3	<ul style="list-style-type: none"> Knowledge of landlord and tenant legislation which can be applied to basic property matters and transactions. (i.e. leases, wayleaves and licenses). Contribute in collaboration with external organisations where possible, for example Managing Agents. Capable of out of hours working in the event of an emergency with supervision. 	Degree in Building Surveying or Construction related equivalent.	Graduate with suitable and relevant workplace experience.	2	1	2	1	2	2	1
Estates Officer	W4	<ul style="list-style-type: none"> Detailed understanding of landlord and tenant legislation which can be applied to complexed property matters and transactions. (i.e. leases, wayleaves and licenses). Work in collaboration with external organisations for example Managing Agents. Capable of out of hours working in the event of an emergency. 	As above -AND- Working towards RICS Professional membership (min. 1 year APC recorded)	3-5 years+ post qualification experience.	2	1	2	2	2	2	2