

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate	DCEX - Deputy Chief Executive's Department
Division	Property Services
Post No & Job Title:	P59 Estates Officer
Grade:	Grade 7
Responsible to:	P58 - Estates Manager
Responsible for:	No responsibility for employees.
Main purpose of the job	To assist in the efficient and effective management of Broxtowe Borough Council's corporate property estate.

Main Duties and Responsibilities:

1. To assist the Head of Service and Estates Manager with the management of the Council's General Fund property estate which includes a variety of assets covering retail, industrial, community spaces and office premises. Managing your own caseload of properties where work duties include undertaking lease renewals, rent reviews, Licence agreements, insurance recharges and dealing with new lettings and lease terminations.
2. Undertake day to day management of the Council's General Fund land and property estate in accordance with the Council's policies specifically the Scheme of Delegation. Delivering an excellent estate management service in a timely manner and in line with RICS principles, where appropriate.
3. Develop and maintain good Landlord and Tenant relationships with the Council's tenants. Ensuring clear, appropriate and timely communication.
4. Deal with the marketing, negotiation and completion of new lettings for vacant units within the portfolio. Undertake inspections, viewings and marketing of properties. Where necessary, instruct and manage external consultants for more complex property lettings.
5. Deal with property administration for the efficient management of tenant rent accounts including raising of rent invoices, creating and terminating tenant accounts and resolving outstanding arrears.
6. Run and manage the administration of service charge accounts. Including service charge budgets and reconciliations each financial year for retail and industrial assets. This involves creating a schedule and report of costs, liaising with tenants, raising invoices and credit notes to ensure property accounts are up to date and present to Estate Manager for review and approval.

7. Undertake and evidence a regular programme of inspections on land and buildings for a variety of purposes.
8. Develop good working relationships with a variety of internal departments within the Council, including Legal Services, Finance, Business Support Team, Business Rates, Housing and Economic Development, to provide an integrated and corporate approach to the management of the General Fund land and property estate.
9. To be responsible for managing the property generic inbox, keep a record of and coordinate responses to enquiries, in a timely manner.
10. Manage and respond to general enquiries regarding the Council's property estate both from external parties and internal departments. Providing professional property advice where required.
11. To assist in the process of managing the annual asset valuations for financial accounting purposes. Liaising with auditors and external valuers where required to provide information on the valuations undertaken and assistance where necessary.
12. Deal with third parties and utility providers' requests for access to the Estate and to consider requests, negotiate terms and put agreements in place where required.
13. Undertake inspections and investigations on property matters and assist with compilation of draft reports for delegation and submission to Cabinet.
14. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Where applicable: Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of P57, P59 Estates Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and

health and safety standards, and to participate in training activities necessary to their job.