

PERSON SPECIFICATION

Job Title	Property Services Officer	
Reference Number	RS1005	
Directorate	Economic Development	
Service	Economic Development and Property Services	
Unit	Property Services	
Grade	Grade 7 (SCP 26-32)	
Responsible To	Economic Development and Property Services Manager	
Responsible For	Trainee Property Officer	
	ESSENTIAL/ DESIRABLE CRITERIA	TO BE IDENTIFIED BY:A/I/P/R/T*
QUALIFICATIONS		
Educated to degree level or equivalent experience in property	E	A
Member of a professional body in a relevant subject area or working towards or relevant experience to become a Member	D	A
Full, current UK driving licence	E	A
EXPERIENCE		
Experience of the delivery of a commercial asset property strategy and maximising property revenue	E	A/I
Experience of negotiating commercial land and property disposals including preparing comprehensive Heads of Terms and instructing legal	E	A/I
Experience of significant building projects including capital construction.	D	A/I
Experience of working in a customer focused role within a professional office environment as part of a multi-disciplinary team to deliver the service to a high quality standard and demonstrate a can do attitude.	E	A/I
Experience of working in a public sector environment	D	A/I
Experience of interpreting legislation, policy and guidance to contribute to the formulation of local policies and procedures that comply with national requirements	E	A/I

KNOWLEDGE SKILLS/ABILITIES		
Ability to demonstrate a thorough understanding of: <ul style="list-style-type: none"> • Asset management and property services • Contract management • Statutory and regulatory framework of buildings, property and land within the local government environment 	E	A/I
Ability to develop co-operative working relationships with internal and external partners, including Elected Members and Public bodies to support the achievement of service objectives, using political acumen to influence decisions	E	A/I
Ability to successfully prioritise and delegate work to tight conflicting and changing deadlines	E	A/I
Ability to develop GIS systems, asset management registers and property databases linked to asset management plans and capital strategies	E	A/I
Ability to prepare and monitor a budget	E	A/I
Excellent written and verbal communication skills with the ability to produce and present reports in a clear and professional manner to a wide range of audiences	E	A/I
Excellent IT skills with a good working knowledge of Microsoft Office	E	A/I
Ability to use own initiative and organise and manage own workload to meet priorities with minimal supervision	E	A/I
Ability to lead, motivate and develop staff and work as part of a team	E	A/I

Commitment to developing and maintaining high levels of customer care	E	A/I
Ability to work under pressure to tight deadlines in an environment of conflicting priorities	E	A/I
Ability to work collaboratively with Senior Officers, Elected Members, Managers, staff, colleagues and partners	E	A/I
<p>SPECIAL REQUIREMENTS</p> <p>Committed to a Principle and Practice of Equal Opportunities</p> <p>Applicants are asked to note that Rossendale Borough Council has an Absence Management Policy and there is an expectation that employees attend work on a regular basis or with reasonable adjustments where applicable.</p> <p>All new employees to Rossendale Borough Council are required to complete a 6 month probation.</p>		

* **A – Application form** **I – Interview** **P – Presentation**
R – Written Report **T – Test**