

JOB DESCRIPTION

Rossendale Borough Council is actively pursuing equality of opportunities.
Applicants to job share are encouraged in respect of full-time posts.

Job Title	Property Services Officer
Reference Number	RS1005
Directorate	Economic Development
Service	Economic Development and Property Services
Team	Economic Development and Property Services
Grade	Grade 7 (SCP 26-32)
Responsible To	Economic Development and Property Services Manager
Responsible For	Trainee Property Officer
Other	Are in accordance for the National Joint Council for Local Government Services

Job Purpose:

To be the custodian of the Council's property assets, ensuring they are maintained and developed professionally in line with legislation and good practice.

To efficiently and effectively manage the Service to support the Council's priorities.

To support the Council to achieve its Corporate Strategy vision that by 2021 Rossendale will be a place where people want to live, visit, work and invest.

Core Competencies:

This section of the job description sets out the specific responsibilities of the individual post holder and the services for which they are responsible. There is an expectation that those responsibilities are delivered in accordance with the Council's core values:

Customers Matter – Recognising the diversity of the council's customers and the importance of developing services that meet the needs of different customers. A willingness to go the extra mile.

Listening and Communicating – Consulting and listening to customers and staff, to improve understanding and decision-making. The ability to communicate in a number of different ways.

Loyalty – Building our reputation, trust and confidence. A positive attitude and pride in the Council.

Management of Performance – Remaining focused and delivering identified and measured outcomes. An understanding of the bigger picture and a willingness to go above what is expected.

Celebration of Success – Evaluating, learning and recognising what we have done well and applying lessons learned.

Main Duties and Responsibilities:

Develop, monitor and maintain a commercially effective Corporate Asset Management Plan.

To lead on the development and delivery of strategies and policies to support Council's asset portfolio in line with the Council's Corporate Strategy and Plan.

Negotiate land and property disposals, lease renewals and rent reviews including preparing comprehensive heads of terms and instructing Legal Services.

Identify commercial opportunities through the development of property and land in furtherance of the wider economic development of Rossendale.

Ensure the Council's portfolio of assets are well maintained, affordable, sustainable and comply with all statutory legislation.

Provide expert advice, prepare reports and attend where necessary at Council meetings, relevant working groups, committees, public meetings, court and enquiries in connection with the work of the Property Services Team.

To consult and engage with appropriate stakeholders to influence developments in policy and to ensure the effective implementation within service areas of corporately agreed policies and procedures.

Ensure the Service complies with the requirements of the Council's constitution, contractual procedures and the reporting requirements of the Performance Management Framework.

Establish and maintain positive and production working relationships with internal colleagues, partners, external stakeholders, Trade Unions and Elected Members.

Represent the Council as required at local, regional and national levels acting as an ambassador for the Council, ensuring positive promotion of its reputation of the Council's reputation and image.

Provide strong inspirational and effective leadership, promoting a corporate and team approach across the Council providing robust management and supervision to a small number of staff and/or externally appointed project staff.

General Statement

The information contained in this job description is furnished to assist employees joining the council to understand and appreciate the work content of their post and the role they play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used, in which case all the usual associated routines are naturally included in the job description.

Health and Safety at Work

The Health and Safety at Work Act 1974 stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equality and Accessibility

The Council is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability. This will be undertaken in line with the Council's equality duties set out in the Equality Act 2010.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of the Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Absence

Applicants are asked to note that Rossendale Borough Council has a Management of Absence Policy and there is an expectation that employees attend work on a regular basis or with reasonable adjustments where applicable.

Performance Management

Where officers are responsible for the collection of performance information, including either national and local indicators, it is the officers responsibility to ensure that data is collected and calculated according to their statutory or local definition, and following the standards set out in the Council's Performance Management and Data Quality Strategy.

Staff Development

Rossendale is committed to being an organisation that learns. All employees are encouraged to participate in development activities, attend courses or refresher courses laid down by the Council.

NOTE: This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.