

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	Trainee Property Officer
Reference Number	RG6000
Service	Economic Development and Property Services
Unit	Property Services
Team	Economic Development and Property Services
Grade	Grade 3 (SCP 6-11)
Responsible To	Property Services Officer
Responsible For	None
Other	In accordance with National Joint Council for Local Government Services.

Job Purpose

To support the Property Services Officer in the delivery of a professional, customer focused day to day property and facilities management service and provide administrative support to the Section and other areas as required.

To assist with the development of the property service to meet the business and community requirements of the Council by increasing efficiency and delivering excellent customer service.

To support the Council to achieve its 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:

- To ensure filing and mapping are accurately digitised to support the work of the Section.
- To administer and maintain the Council's Asset Management database.
- To enable the efficient communication of information relating to RBC ownership and intentions to other departments within the Council.
- To promptly respond to requests from internal and external sources for information regarding Council related matters.
- To support the Property Services Officer by administering the Council's Purchase/Lease/Rental system.
- To carry out encroachment proceedings across the Borough.
- To assist the Property Services Officer by handling routine transactions and negotiations, including carrying out rent reviews, routine inspections, schedule of conditions and meter readings, pre and post occupation.
- To assist in the analysis and review of asset data including regular reporting and monitoring.
- To maintain a current knowledge of industry developments and legislation impacting on the Property and Facilities department.
- To carry out any other duties as reasonably instructed commensurate with the grade.

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 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.