

## Grading

# Job Description and Employee Specification

<b><u>Job title:</u></b> Commercial Property Officer	<b><u>Service area:</u></b> Assets and Development
<b><u>Post number:</u></b> BDEG0164	<b><u>Division:</u></b> Communities
<b><u>Grade:</u></b> Grade 8	<b><u>Section/team:</u></b> Commercial Property
<b><u>Overall purpose of job:</u></b>	
<p>To assist in the management of the Council's commercial land and property portfolio in support of the Economic Growth Plan and the Council's Commercial agenda. The post holder will represent the Council's legal interest in land and property holdings and provide professional Estate Management and Valuation Advice to the Council.</p>	
<p>Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>	
<b><u>Main responsibilities:</u></b>	
<ol style="list-style-type: none"> <li>1. To efficiently and effectively manage the Council's land and property holdings including acquisition and disposals, to meet the council's aspirations around business and economic growth and in support of the Council's sustainable budget position.</li> <li>2. To proactively manage the Council's commercial property portfolio to ensure quality land and premises are available to support inward investment and indigenous business growth.</li> <li>3. To implement and monitor the commercial property actions from the Economic Growth Plan which forms part of the Prosperity Plan.</li> <li>4. To implement development projects and initiatives to achieve development and regeneration objectives.</li> <li>5. To review the Council's use of commercial land and property and where appropriate implement release and disposal of those assets.</li> <li>6. To deputise as appropriate for the Senior Investment and Commercial Officer to help deliver, Strategy, funding, work programmes and budgets for the team.</li> <li>7. To work with businesses and investors to deliver proposals to suit their needs and requirements.</li> <li>8. To personally provide and implement property advice, evaluate options and provide solutions to complex property issues.</li> <li>9. To provide a professional valuation service to the Council as appropriate and in support of property developments, acquisitions and disposals of all kinds.</li> </ol>	

## Grading

# Job Description and Employee Specification

### **Knowledge, skills and experience:**

- Educated to a degree level and/or with a professional RICS qualification.
- Post qualification experience within a relevant field.
- Experience of working within an Estate Management field.
- Evidence of continued professional development.
- Political sensitivity & awareness.
- Excellent understanding of the local economy and business needs.
- Sound understating of regional and national & local property policies and legislation and the application of professional standards.
- Experience of detailed and difficult negotiations which can affect other individuals and groups.
- Excellent interpersonal and communication skills including report writing and presentation of key ideas / performance data.
- Ability to analyse and interpret complex data to inform medium and long term decisions.
- Ability to and experience of developing property marketing campaigns.
- Experience in managing budgets.

### **Creativity and innovation:**

- The post requires the ability to deliver innovative strategies and programmes which will efficiently and effectively manage the Council's land and property holdings to support Council priorities.
- Ability to interpret economic trends and adjust programmes accordingly.
- Ability to implement and engage with available funding and policy initiatives to support development projects.
- Provide solutions to property and development issues/transactions.
- Ability to develop short/medium term intervention strategies to maintain the quality, capacity and value of the commercial property portfolio.
- To deliver effective disposal strategies for surplus Council assets.
- The vision to address investment decisions relating to effective property management and relating to repair programmes and negotiation of valuation terms for all acquisitions and disposal of property.

### **Contacts and relationships:**

The post holder will be required to advise and brief Senior Officers and members as appropriate on a range of property related issues and will have daily contact with business, developers, landowners, funding bodies such as DCLG, Homes England, BEIS, clients and tenants.

The post holder will represent the Council in land and property negotiations with agents, landowners, businesses and customers. Negotiation is a fundamental part of the job and contacts will vary dependent upon caseloads and complexity, but will be continuous.

## Grading

# Job Description and Employee Specification

Matters are frequently contentious & require diplomacy, political sensitivity and conflict management skills. The outcome of negotiations will often commit the Council to sale/lease agreements and will materially affect the service and the Councils financial position.

### **Decision making:**

In conjunction with senior officers the post holder will be responsible for:

- Preparation and delivery of programme of works for maintenance of assets.
- Providing valuation and Estate Management advice to North Lincolnshire Council.
- Preparation and implementation of asset disposal and acquisition programmes.
- Negotiate with third parties on major property transactions, valuations and other property related issues and recommend terms of negotiation through the line manager process.
- To authorise expenditure in relation to repair and maintenance work on council property assets.

### **Responsibility for resources:**

#### Financial resources:

- Budget responsibility for Commercial Property Portfolio.
- On ad-hoc occasions you may be in possession of money and/or cheques, usually fee payment but clients should be encouraged to pay electronically.
- Monitoring of rent payments and arrears are paid in accordance with council policy.
- Responsible for ensuring financial data provided under any external bid is correct and accurate.

#### Physical resources:

Lap top and mobile phone.

# Grading Job Description and Employee Specification

## WORK ENVIRONMENT

### Work demands:

- Need to be available during core working hours but flexibility will be required to attend meetings, conferences and travel outside the region.
- Required to travel extensively in and around North Lincolnshire to represent the Council at a variety of meetings.
- Required to attend site and adhere to required H&S guidance.
- Site and Building inspections – can be development sites which can be dirty with some dangers.

### Physical demands:

- 30% office based. 70% out of office with businesses and partners / on site.
- Requirement to drive and travel long distances to attend meetings with potential clients and key business introducers.
- Normal Physical Effort when in Office.
- Requirement to undertake site inspections and this may involve climbing and uneven ground.

### Working conditions:

Responsible for own health and safety in and around the workplace within the guidelines set by North Lincolnshire Council.

### Work context:

Appropriate PPS and assessments will be carried out.

Minimal risk to personal safety.

## Grading Job Description and Employee Specification

**Position in organisation:**

Indicate how many staff the post is directly accountable for:

Are posts in more than one location? Yes  No

Is this at the same site? Are the posts managed highly mobile?

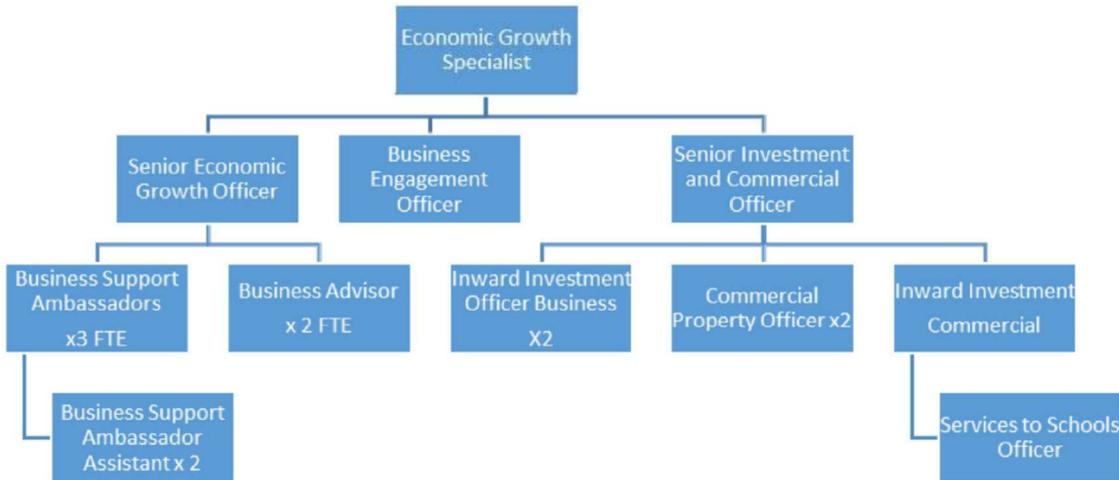
Is the supervision/management shared with another post in the structure?

Yes  No

Please indicate which post(s)

---

You must provide an organisation chart that shows where the job sits within the structure. This should be a simple diagram but with enough detail to put the job into context, i.e. the post holder may manage different groups of staff undertaking different tasks. The chart must show the job in question, the job to which it reports, those jobs which report alongside it and subordinate posts.



# Grading Job Description and Employee Specification

Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

ESSENTIAL CRITERIA	ASSESSED THROUGH:
<b>Knowledge, Skills and Experience</b>	<b>Application form (follow up at interview)</b>
<ul style="list-style-type: none"> <li>• Experience of working within an Estate Management field.</li> <li>• Excellent interpersonal and communication skills including report writing and presentation of data.</li> <li>• Effective time management skills, including ability to prioritise workload and work under pressure.</li> <li>• Knowledge and experience of using IT packages including word, excel and MS Office packages. Able to use the internet and web-based systems to record and extract data and information.</li> </ul>	
<b>Knowledge, Skills and Experience</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Education, Training and Qualifications</b>	<b>Original documents</b>
<ul style="list-style-type: none"> <li>• Educated to degree level and or with professional RICS qualification.</li> </ul>	
<b>Working Arrangements</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li>• Flexible to meet the needs of the service.</li> <li>• Must be able to transport self to various sites and premises within North Lincolnshire, sometimes at short notice.</li> </ul>	

DESIRABLE CRITERIA	ASSESSED THROUGH:
<b>Knowledge, Skills and Experience</b>	<b>Application form (follow up at interview)</b>
<ul style="list-style-type: none"> <li>• Experience of detailed and difficult negotiations which can affect other individuals and groups.</li> <li>• Experience of managing budgets.</li> </ul>	

## Grading

# Job Description and Employee Specification

Knowledge, Skills and Experience	Interview
<ul style="list-style-type: none"> <li>• Political sensitivity and awareness.</li> <li>• Excellent understanding of the local economy and business needs.</li> <li>• Sound understanding of regional, national and local property policies and legislation and the application of professional standards.</li> <li>• Ability to analyse and interpret complex data to inform medium and long term decisions.</li> <li>• Ability to and experience of developing property marketing campaigns.</li> </ul>	
Education, Training and Qualifications	Original documents
<ul style="list-style-type: none"> <li>•</li> </ul>	
Working Arrangements	Interview
<ul style="list-style-type: none"> <li>•</li> </ul>	

### THE POST IS SUBJECT TO:

#### Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974

Yes

No

#### Political restriction

Yes

No

#### The ability to speak fluent English under the Immigration Act 2016

Yes

No

#### • Version Control

Author	HR Policy Team
Status	V0.1
Date approved	19 September 2012
Last updated	21 December 2021