

Role Profile

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Property Officer	JEID	
Salary Grade:	£25,000 - £30,000 p.a. NEST Pension, Healthcare 27 days holiday (rising to 30 after 4 years)		
Team:	Warwickshire Property & Development Group (WPDG)		
Service Area:	N/a		
Primary Location:	Warwick		
Political Restriction	N/A		
Responsible to:	Warwickshire Property and Development Group Senior Development Manager		
Responsible for:	Property development and property management		

Role Purpose

Warwickshire Property and Development Group (WPDG) is a company limited by shares wholly owned by Warwickshire County Council (WCC). WPDG has been established to deliver high quality sustainable developments and drive forward housing, economic development and regeneration across Warwickshire, to provide WCC with a long-term income stream to reinvest in Council services.

The Group will deliver an initial portfolio of 12 development sites with a GDV of over £500m, whilst building up a pipeline of further sites from the WCC property portfolio. WPDG will work with an Countryside through a Joint Venture known as 'Develop Warwickshire' and with development companies to deliver additional schemes and acquire new sites from the market.

The Group has also taken responsibility to manage a diverse Council property portfolio of 600 assets comprising farms and smallholdings, country parks, schools, public buildings, industrial and commercial lets. The portfolio contains some residential property with the main focus around commercial surveying, landlord and tenant work, and rural estate management.

The post holder will have a crucial role in supporting the delivery of the business's development and estate management functions, this will help to ensure a good return for the Council and to meet WPDG's objectives.

Working collaboratively across the WPDG team and reporting to the Senior Development Manager the post holder will support the Development Team in the delivery of development sites, development and property strategies and initiatives as well as supporting the Asset Management Team in the management of a range of leases and licences within a diverse property portfolio.

This is a great opportunity to come in to help support development and management activity across Warwickshire. In house training and guidance will be provided as well as the opportunity to undertake qualification and training courses to move up to the next level with the full support of the organisation.

Role Responsibilities

Delivery & Management:

You will provide crucial support in the day-to-day delivery and management of site development and property lease management activity including:

- Support the development project lead in the delivery of multiple development projects to time and budget
- Assist in the development of business cases and wider business planning activity
- Monitor and provide updates in relation to current local plan status and development opportunities across Warwickshire County
- Support the estate management lead in the management of leasehold interests across a diverse portfolio including the leasing and letting of property, rent reviews, lease renewals and various negotiations including lease surrenders, dilapidations, assignments and landlord consents
- Support in the management and data integrity of the tenancy management and accounting system (TRAMPS)
- Support and assist in the appointment and management of various consultancies across the varying business work streams
- Support in coordinating and undertaking site visits and property inspections
- Develop an understanding of all relevant legislation and policy and support the Group in compliance with such legislation
- Managing relations with key stakeholders.
- Provide accurate, timely client reports.

Key Skills and Experience:

- Working towards property qualifications or membership of a suitable professional body such as the RICS/MRTPI/CIOB/MAPM/CAAV.
- Must have a valid UK driving licence and access to a car for business use
- Demonstrable time management and strong organisational skills
- Demonstrable initiative and ability to work independently
- Basic understanding of development, commercial property and asset management process and application
- Must have strong verbal and numerical skills and be comfortable with report writing
- Must be customer-service driven and have excellent communication skills
- Must be motivated and demonstrate appetite to deliver.

Section B: Person Specification The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Essential Criteria

1	Desire to develop a career in property and willingness to learn a wide and diverse range of property related disciplines
2	Be motivated and driven
3	Strong communication capabilities including use of various computer applications, numeracy, strong report writing and presentation skills
4	Ability to quickly understand complex scenarios and apply learning effectively
5	Proven ability to operate with external networks to the advantage of the Group and shareholder

Desirable

	Education – relevant professional degree in property
	Understanding of housing and planning policy including climate change, social, economic, and public health aspirations
	Understanding of rural property, commercial property, public sector.