

Job Description



Regeneration and Community Services

Post Title	Estates Officer		
Post Number	BG14874	Grade	5
Base	Home worker	Hours of Work	37
Car User Allowance	Casual	Disclosure	N/A
Contact	Louise Horner	Updated	12th May 2020

Principal Job Purpose

Responsible to: Team Leader – Estates & Valuation

Responsible for: To assist the Team Manager – Estates & Strategic Asset Management in all aspects of the management of the Council's property portfolio and other property related issues.

Principal Accountabilities

Under the guidance of the Team Manager – Estates & Strategic Asset Management

1. To assist with and process applications for the purchase and disposal of land and buildings.
2. To assist in the letting of commercial properties.
3. To assist in the negotiation of rent reviews and lease renewals.
4. To assist in the valuation of all classes of property for a variety of purposes.
5. To assist and support with the daily management of all types land and property.

6. To undertake any other reasonable duties as may from time to time be required by the Team Manager Estates and Strategic Asset Management.
7. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
8. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
9. The duties and responsibilities attached to posts are difficult to define in detail and may vary from time to time without changing the general character or level of responsibility entailed. The post holder is therefore expected to undertake such other responsibilities as may be requested provided the general character of the duties or level of responsibility does not change.

Person Specification – Non Managerial

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
2 A levels or equivalent qualification in the property surveying sector	E	✓			
Educated to Degree Level preferably in an appropriate discipline commensurate with the post, or equivalent.	E				
Knowledge/experience of working in a property organisation and/or in the field of property management.	D	✓			
Other experience					
Ability to prioritise workload to ensure tasks are achieved	E	✓	✓		
Ability to find creative solutions to estates problems and deliver solutions within tight timescales.	D	✓	✓		
Ability to interpret ordinance survey plans and digital mapping.	E	✓	✓		
Knowledge/Skills					
Ability to communicate effectively with colleagues and clients, both orally and in writing and to form constructive working relationships/partnerships with a diverse and complex range of contacts both inside and outside of the authority engendering confidence and respect, and ability	E	✓	✓		
Knowledge and experience of computerised and office IT systems	E	✓	✓		
Excellent literacy and numeracy skills	E	✓			
Ability to work under pressure and prioritise	E	✓	✓		
Possess a flexible and co-operative attitude	E	✓			
Knowledge of the property environment and of property transfer processes	D	✓	✓		

2. Welsh Language Requirements (please select one of the following)

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period

Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable				
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	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Current driving licence and access to a vehicle for work purposes	E	✓			

4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communication	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓