Leeds City Council

**Job Description**

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| **Job Title:** Principal Land and Property Officer |  | **Salary** | £42,683 -£45,591 (Pay award pending from 1 April 2020) |
| **Service Area:** Asset Management & Regeneration |  | **Grade** | PO6 |
| **Directorate:** City Development |  | **Date:** | February 2014 |
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**Job Purpose:**

To lead, manage and co-ordinate priority work streams and teams within the Asset Management and Regeneration service, with specific focus on the delivery of development initiatives and regeneration programmes for the city.

**Principal Accountabilities**

* To support the leadership of the service and to initiate and manage workloads which contribute to the delivery of the service plan in order to deliver Value for Money services to customers in line with Council priorities ensuring that the work incorporates the council’s cultural values.
* Using strong people skills, to motivate, develop and coach staff within your area of the service to achieve Best Council Plan, directorate and service plans.
* To be responsible for the management and achievement of the service plan for your area so that it achieves its corporate and service objectives and outcomes.
* To promote and deliver positive solutions to achieving diversity and equality in all aspects of your service delivery, community engagement and human resource areas, focussing on equality of outcome.
* To support organisational development and continuous improvement by contributing to cross Council projects and supporting the Asset Management & Regeneration Management Team.
* To take responsibility for developing and maintaining effective consultation and communications with staff, service users, Councillors, trade unions, partners and other stakeholders.
* To work as part of the team for Leeds, in ways which are open, inclusive, responsive and accountable, to develop and maintain good working relationships with internal and external customers, other stakeholders and partners to achieve excellent outcomes for the citizens of Leeds.
* To work responsibly to ensure the safety of staff, service users and contractors in accordance with all statutory obligations and the council’s Health and Safety Policy.
* To work with elected members, service users, partners and community representatives in ways which support open, responsive and accountable government.
* To work responsibly to deliver workloads within approved budgets, to defined timescales, achieving the required quality and following agreed procurement processes.
* To work flexibly as required to meet service, directorate and corporate priorities.

**Property Specific Responsibilities**

* To manage the team and ensure that work is undertaken within expected timescales and budgets but also be responsible for achieving set targets and undertaking complex property matters including valuations, development appraisals.
* To manage a defined range of property work areas to ensure the efficient delivery of property services to stakeholders and clients in order to meet the objectives of the Council.
* Responsible for motivation and development of the team of staff of senior surveyors, surveyor, technical and support staff and to co-ordinate and deliver a cost effective and efficient asset and property management service covering the acquisition, disposal, valuation, management and creation of a high yielding investment property portfolio, compulsory purchase and rating service for the continued economic development of the city.
* Provide an effective property service which can incorporate the following areas of work.
* The disposal of land and property through development agreements, joint ventures/partnerships and profit sharing arrangements/grants on mixed use development schemes which add to the economic growth of the City.
* The acquisition and valuation of land and property including negotiating and agreeing complex and major property transactions involving the acquisition of land through compulsory purchase and land assembly agreements.
* The creation and management of a high yielding investment portfolio, including acquiring new investment opportunities and undertaking rent reviews and agreeing leases, lease renewals, surrenders and service charge arrangements.
* The continuous review of the performance of the portfolio in order to increase and maximise its value.
* Valuation and property advice.
* Compensation and rating list assessments.
* Undertaking negotiations in respect of the above and entering into the appropriate legal agreements including development agreements .
* Responsible for managing or leading a multi-disciplined team of officers/consultants to deliver such schemes over and above managing the team of staff within the section.
* To monitor performance including the collection, interpretation and reporting on performance indicators to ensure that staff within the service are being set and achieving targets and are able to achieve expected levels of efficiency, effectiveness and performance.
* To set up management systems for the continued improvement of work undertaken with Land and Property identifying priorities, targets, milestones, monitoring workloads and ensure fees are properly recharged externally and internally to client departments for work undertaken.
* To be responsible for the management of appropriate budgets.
* To deputise for the Head of Land and Property on all work issues as and when required.
* To undertake negotiations on major and complex property transactions across the full range of work undertaken by Land and Property and be responsible for the team of staff contributing to the annual targets.
* Professional responsibility for approving and signing off valuations in accordance with the criteria set out in the Directorate’s Procedures Handbook.
* To identify development opportunities in respect of property matters and undertake feasibility studies in respect of property issues including compulsory purchase transactions and advise on planning issues to ensure schemes are taken from conception through to completion.
* To undertake all appropriate negotiations and the provision of professional property advice in respect of the work undertaken by the Division.
* Actively support continuous improvement initiatives through contributing to cross Council projects and support the Departmental Management Team.
* To collate, prepare and present reports on various property related matters to Members, Panels and Boards as appropriate.
* To attend or participate as a member of a Project Board.

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| Economic Conditions: | | |
| Annual Leave: | 28 days plus 5 additional days after 5 years local government service |
| Flexitime: | 37 hours per week. Eligible to participate in flexi-time scheme  The postholder should be willing to work flexible hours occasionally to meet service requirements. |
| Conditions of Service: | Other conditions in accordance with the provisions of the Scheme of Conditions of Service of the National Joint Council for Local Government Services as adopted or amended by the Authority. |

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| PROSPECTS **Promotion:** Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the Council which potentially provide the opportunity for career progression within the Council. Any subsequent vacancies will be filled in compliance with agreed Council procedures.  **Training:** The Council has a positive commitment to the training and development of employees in all areas of its activities. Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development. |

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| **Relationships** : The post holder will work closely with colleagues in the Directorate and will also be required to maintain effective relationships with staff at all levels within the Directorate, other Council departments, Elected Members, external agencies and the general public. |

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| **Qualifications:** Adegree or degree level professional qualification, or demonstrateexperience at a senior level in an organization.  For property related functions **-** Fully qualified Chartered Surveyor MRICS/FRICS |

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| **Physical Conditions**  City Development Directorate is primarily located at the Leonardo Building/Thoresby House, 2 Rossington Street, Leeds, LS2 8HD. The Directorate also has offices located elsewhere throughout the city. The office operates a ‘No Smoking’ Policy within the working environment |

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| Job Description Prepared / Reviewed by: | Job Description Approved by: |
| Name  Designation | Name |
| Date | Date: |

**Employee Specification**

In order to fulfil the standard requirements of the post, postholders must meet the following requirements. Candidates for selection for the post will only be shortlisted for interview if they can demonstrate in their application that they meet these requirements.

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| **SKILLS** | **ESS** | **DES** | **MOA** |
| Ability to provide leadership to achieve results  Ability to manage and monitor performance effectively andset clear objectives for the review of individual and service level performance  Ability to lead on multiple projects  Ability to contribute to change programmes, improve service quality and support a culture that drives up standards and performance.  Ability to interpret and lead on the development of strategy  Ability to resolve conflict with others to deliver cross projects  Ability to develop productive working relationships that command respect, trust and confidence  Ability to encourage effective and efficient team work  Ability to lead, motivate and develop a project team to ensure the achievement of agreed aims, objectives and goals.  Ability to work to multiple and often conflicting deadlines  Ability to take the lead in the development and implementation of innovative approaches to problem solving  Ability to deal with Member and MP enquiries efficiently and effectively  Ability to conduct negotiations successfully at a senior level  Ability to deliver a cost effective and efficient asset management and property service covering major development opportunities, the acquisition, disposal, valuation, creation and management of a high yielding investment portfolio, compulsory purchase and rating service.  Ability to identify development opportunities in respect of property matters and undertake feasibility studies, advise on planning issues to ensure schemes are progressed from conception through to completion. | **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x** |  | **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I** |

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| **KNOWLEDGE / QUALIFICATIONS** | **ESS** | **DES** | **MOA** |
| Anunderstanding of service delivery issues  Adegree or degree level professional qualification, or demonstrate relevantexperience at a senior level.  Knowledge of the range of services which impact on the service and key partners  Knowledge of Management practices and policies.  Understanding of public sector issues  Knowledge of project financing and the role of the private sector in development initiatives  Detailed knowledge and understanding of the Council’s Contract Procedure Rules and Standing Orders in respect of the development process  Knowledge of Local Government’s role in supporting, assisting and enhancing the local economy through physical and economic development and regeneration  Knowledge of Procurement Procedure Options  A relevant surveying qualification and be a Chartered Surveyor. | **X**  **X**  **X**  **x**  **x**  **x**  **x**  **x** | **x** | **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **C**  **A/I**  **A/I**  **A/I**  **A/I** |

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| **EXPERIENCE** | **ESS** | **DES** | **MOA** |
| Significant and proven experience of delivering projects and initiatives  Experience of preparing, managing and controlling budgets  Experience of achieving results in a politically sensitive context  Experience of taking forward initiatives and policies from development to implementation.  Experience of facilitating joint working and collaboration  Experience of managing services to meet customer needs  Experience of leading and managing projects  Experience of setting service standards for projects and services.  Experience of developing and implementing service/business planning processes.  Experience of working in partnership with a range of service providers.  Experience of securing funding/packages of support.  Experience of preparation of reports and agendas  projects  Experience of preparing and presenting detailed and complex information in written reports and proposals and making presentations to senior officers, Members, Boards, partners, stakeholders and clients  Experience of dealing with Member and MP enquiries efficiently and effectively  Experience of analysing complex situations, identifying problems and leading in developing and implementing solutions within agreed timescales  The experience of undertaking a wide variety of property negotiations and to provide an effective property service | **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x**  **x** |  | **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/**  **A/**  **A/I**  **A/I**  **AI/**  **A/I**  **A/I** |

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| **BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS** | **ESS** | **DES** | **MOA** |
| 1. Achievement of equal opportunities in both employment and service delivery. 2. Experience of managing risk in relation to a project or work area. 3. Understanding of project managers, and individual responsibility for health and safety. 4. An understanding of and commitment to the principle of customer care. 5. Prepared to be flexible in order to meet deadlines. 6. A willingness to co-operate with others and work as part of a team to ensure the duties of that team are carried out effectively. 7. To behave in a highly professional manner in line with Council’s values and behaviours | **x**  **x**  **x**  **x**  **x**  **x**  **x** |  | A/I  A/I  A/I  A/I  A/I  A/I |
|  | **x** |  |  |
| 1. A flexible and imaginative approach to problem solving 2. To be self-motivated and to be able to motivate others 3. To be able to use initiative. | **x**  **x** |  |  |
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| **METHOD OF ASSESSMENT (MOA)**  **A = Application Form**  **T = Test**  **I = Interview**  **C = Certificate** |