# Leeds City Council Job Profile

**Directorate .** City Development

**Service Area .** Asset Management & Regeneration

**Job title .** Principal Land and Property Officer

**Grade .** PO6

**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.

**Reports to .** Technical Services Lead (Land & Property)

**Responsible for .** Team of surveyors and other technical and support staff.

**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 management of the Council’s property investment portfolio and maximising revenue income and returns.

### Responsibilities

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

* 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.
* 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 Technical Services Lead (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 Project Boards.

### Qualifications

### Essential requirements It is essential that the candidate should be able to demonstrate the following criteria for the post. Candidates will only be shortlisted for interview if they can demonstrate that they meet all the essential requirements.

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.

**Essential Behavioural and other Characteristics**

* Understand and embrace [Leeds City Council Values and Behaviours](https://sway.office.com/S3o3qmZP7LLRpNV3?ref=Link) and codes of conduct.
* Committed to continuous improvement in all areas and work towards delivering the [Best City Ambition](https://www.leeds.gov.uk/plans-and-strategies/best-city-ambition) of Health & Wellbeing, Inclusive Growth and Zero Carbon.
* Able to understand and observe Leeds City Council equality and diversity policies.
* Carry out all duties having regard to an employee’s responsibility under Health and Safety Policies.
* Willingness to actively participate in training and development activities.
* Flexible and adaptable to change to assist other services as required commensurate to grade.
* Participate in appraisal, training, and development activities.
* Be aware of and comply with Leeds City Council policies and procedures.
* Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, equality & diversity policies of Leeds City Council.
* Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse, reporting any concerns to the appropriate person.
* The Council has adopted a flexibility protocol and the role will be expected to work within these parameters.

### Desirable requirements: It is desirable that the candidate should be able to demonstrate the following criteria for the post. Candidates are not required to meet all the desirable requirements however these may be used to distinguish between candidates.

* An understanding of public sector issues.

**Date Job description last reviewed:**

**Name** **Designation** **Job Evaluation Ref**

Mark Mills Head of Asset Management