

# JOB DESCRIPTION

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| **Post Title:** | Principal Property Manager | **Department / Service:** | Estates and Asset Management/ Economy and Culture |
| **Hours:** | 37 | **Level:** | Coed Pella / Hybrid |
| **Location:** | Coed Pella / Hybrid | **Job Evaluation Number:** |  |
| **Responsible to:** | County Valuer and Asset Manager | **Responsible For: (Staff)** | Supervision of 2 |

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| **Job Purpose:** |
| To lead on the management of tenanted property within the Service, advising Client departments on their leased assets. To provide an estate management and valuation service, the acquisition and disposal of Council assets, valuation of the Council’s assets and supporting regeneration and new development opportunities. |

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| **Duties and Responsibilities - Job Specific** | |
|  | To ensure compliance with the Local Government Act 1972, General Disposal Consent (Wales) Order 2003 and Council policies when acquiring, disposing or leasing assets. |
|  | To lead on the management of tenanted property within the Service, ranging from attracting new tenants, negotiating terms for leases, ensuring lease and statutory compliance during the term, reviewing rents, renewing leases, and bringing leases to an end. To lead on advising Client departments who hold leased asset. |
|  | To lead on asset valuations for the Asset Register, to include valuation for financial reporting, insurance and statutory purposes in accordance with RICS and CIPFA guidance. |
|  | To challenge the retention and use of property assets and consider an appropriate strategy for retention, release, re-purposing or re-development which would support the Asset Management Plan, Economic Growth Strategy, Local Development Plan and Carbon Management Plan as a minimum. |
|  | To assist in the delivery of service and corporate projects which have reliance on property assets and to provide expert professional advice to Council Departments on matters relating to property and asset management. |
|  | To write reports and provide Estates and Asset Management information as is required by the Authority, it’s Committees, Corporate Directors, Government Departments and any other relevant body. |
|  | To attend meetings, seminars etc., as required, to represent Property Management and Asset Services. |
|  | Generally to ensure compliance with the service Health & Safety standards and promote a safe working environment. |
|  | Generally take personal responsibility for Continued Professional Development, and embrace corporate initiatives for the purpose. |
|  | To provide effective supervision and mentoring of staff within team. |

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| **Duties and Responsibilities – Corporate** | |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** …………………………..

**Employee’s Name and Signature**

**Approved by**

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post: Principal Property Manager**

**Date: May 2023**

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| **Knowledge & Skills** | Academic/professional qualification in Real Estate Management, e.g. BSc or equivalent proven experience. | AF/V | E |  |
| Chartered Valuation Surveyor with an advanced level of post qualification experience. | AF/V | E |  |
| Experience in dealing with complex, contentious, sensitive and strategic property issues and understanding the impact on the Authority and being able to identify, negotiate and deliver efficient, timely, professional business solutions. | AF/I | E |  |
| Experience in the application of the landlord & Tenant Act 1954 Part II, as a minimum on a variety of property types, with varied occupiers. | AF/I | E |  |
| Be flexible in approach to work environment. | I | E |  |
| Knowledge of the local property market, its interdependency with national markets and the sub-markets depending upon asset class. Applying the local and national context, along with technical skill, within statutory and policy framework to the Authority’s portfolio. | AF/I | E |  |
| Good legal and commercial understanding and how this is applied to public sector property. | AF/I | E |  |
| Understanding of computer applications in particular Asset Management software and GIS applications. | AF/I | E |  |
| Effective presentation and communication skills in written and spoken English is essential. | AF/I | E |  |
| The ability to work through the medium of Welsh to assist the department to provide a service in a bilingual area | AF/I |  | D |
| **Supervision & Management** | Experience of delegating and coordinating work. | AF/I | E |  |
| **Creativity & Innovation** | Being able to effectively prepare reports on property related matters to the Authority’s Committees, external parties and internal Clients. | I | E |  |
| Able to think logically and act strategically in order to add monetary and operational value to the Authority’s property portfolio, through unique and imaginative solutions. | I | E |  |
| Focused on service delivery and delivery of the efficiency agenda in accordance with the Corporate Asset Management Plan | I | E |  |
| Identify, within policy and statutory frameworks, creative opportunities to improve the processes, applications and uses of the Authority’s property portfolio. | I | E |  |
| **Contacts &**  **Relationships** | Self-motivated and able to work in a team. | I/R | E |  |
| Ability to form a good working relationship with colleagues and service users. | I/R | E |  |
| Able to communicate and negotiate with the public, Council Members, Senior Officers and Officers of commercial and public bodies. | I | E |  |
| **Decisions / Recommendations** | Make clear recommendations which will have an impact on use and the financial responsibilities of the Authority. | AF/T/I | E |  |
| Being able to make decisions and give recommendations based on a high degree of professional skill and be able to substantiate under scrutiny. | I | E |  |
| **Resources** | Responsible for statutory compliance in respect of the disposal and acquisition of land and buildings. | AF | E |  |
| **Physical Demands** | Able to work under pressure and to deadlines. | I/R | E |  |
| Ability to travel throughout the County in due time | AF | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)