

Job Title: Property Assets Business Admin - Apprentice	Role Profile Number: N/A
Grade: Apprenticeship	Date Prepared: 5 May 2022
Directorate/Group: Finance & Assets	Reporting to: Property Asset Manager
Structure Chart attached:	No

Job Purpose

- To undertake such duties as are required to successfully complete the Business Administration apprenticeship programme. These duties will also cover the practical training requirements for the qualifications needed to carry out the job role as detailed within the apprenticeship framework and the qualification you are undertaking. Apprentices will be required to achieve all practice and theoretical learning objectives for the duration of the apprenticeship scheme.
- The purpose of the role is work across the Property Assets team providing a comprehensive support service for the management of the Councils commercial property portfolio.

Key Accountabilities

- Assisting with the completion of small land sales and access/compound/garden licence agreements
- Arranging for repair and maintenance to be undertaken in accordance with tenancy agreements and ensuring they are undertaken and recharged appropriately to the correct budget cost centre
- Following up compliance checks on properties held with the property portfolio and securing relevant reports as required by the Property Assets team officers
- Liaising with telecommunications tenants and dealing with access requests including the administration of alterations consents and referrals to the Health and Safety team officers
- Supporting the day to day estate management of the operational property portfolio
- Undertake the inspection of vacant properties to ensure site security complies with the Councils insurance policy requirements
- Showing potential purchasers/tenants around premises to be disposed of by sale or lease
- Assisting with plan preparation, property measurement and marketing of the Councils properties
- Assist with the review and interpretation of terms and conditions of land ownership and lease records both original and electronically held records within the Councils Geographical Information System (GIS) as required for the management of the property portfolio

- Carry out such other duties as directed by the Head of Property Assets appropriate to the grading level of the post
- In accordance with the provisions of the Health and Safety at Work Act etc., take reasonable care for the health and safety of themselves and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council so far as is necessary to enable the Council to perform or comply with its duties under any statutory health and safety provisions

Supplementary Accountabilities

- Supporting other property assets team members in the estate management of the commercial property investment portfolio
- Assist with the transfer of properties from one tenant to another or from one tenant into the Council's operational portfolio and ensuring notification of necessary information is provided to relevant departments
- Prepare service charge budgets for commercial properties and undertake annual reconciliation of charges and responding to queries from the Councils commercial tenants
- Assist with the negotiation of easements, way leaves and rights of way over Council land and property
- Assisting with plan preparation, property measurement and marketing of the Councils properties
- Administering landlord meter readings for electricity, gas & water for commercial and agricultural properties. Providing instructions for utility services to be connected/disconnected

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Computer literate with preferred experience of IT systems, Microsoft Excel and Word
- Ability to accurately record and retrieve data on a PC
- Possession of a full current driving licence is preferred in order to carry out site visits and meetings. Although alternative forms of transport can be used to enable travel around the Borough in a timely manner should you not have this
- Good written and communication skills
- Good numerical skills
- Ability to work to achieve challenging and time driven outputs

Qualifications

- 5 GCSE at C or equivalent
- English at C or equivalent
- Maths at C or equivalent

Decision Making

- Comply and help to improve where possible all work undertaken within the Property Assets team
- Assisting with the interpretation of commercial property tenancy agreements to ascertain responsibility for repair obligations and where necessary providing instructions for repair and maintenance of parts of the property portfolio
- Assist with the day to day decisions on the running of the operational and investment property portfolio

Creativity and Innovation

- Capable of receiving instructions and acting upon those using own initiative where necessary
- Assisting with the interpretation of legal agreements and relaying this to other Council officers and where instructed to do so to other third parties

<u>Job Scope</u> Number and types of jobs managed <ul style="list-style-type: none">• None Typical tasks supervised/allocated to others <ul style="list-style-type: none">• Providing instructions for repair and maintenance of parts of the property portfolio• Informing others of the need to update property data records• Inspection of vacant units	Budget Holder Responsibility Asset Responsibility:	Yes/No Contribute towards the management of Service Charge budgets with a monetary value totalling several thousand pounds Assisting more senior officers with the management of part of the Council's property portfolio which has a total approximate value of £1 billion pounds and a rental income of around £8 million pounds
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Writing letters and emails, both in standard form and individually tailored, to members of the public, Council officers and Members, and to other professionals (e.g. surveyors, solicitors, architects)
- To ensure that effective working relationships are established and maintained with such contacts
- Communicating effectively with officers; members of the public, tenants, contractors and presenting information to informal groups
- Contact at meetings, by telephone and in writing with:
 - Elected Members (case by case)
 - Directors (case by case)
 - Officers (daily)

- External customers and stakeholders (case by case)
- Members of the public (case by case)
- Commercial tenants (case by case)
- Professional advisors to external customers, tenants, stakeholders, developers (e.g. surveyors, solicitors, architects to Partner level) (case by case)
- Marketing agents (case by case)

Other Key Features of the role

Times where lone working will be required e.g. inspections of empty buildings and inspections of property requiring repairs, meter readings in both properties and in open spaces e.g. agricultural estate, but only in accordance with Council lone working policies.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	