

ROLE PROFILE

Property Assets – Development and Land & Property Disposal Officer

Inclusive Economy & Sustainability



SWINDON
BOROUGH COUNCIL



Role Profile:	Development and Land & Property Disposal Officer		
Career Family:	Inclusive Growth	Date:	January 2025
Career Family Level:	10	Reference:	SBC_12287
Salary:	£49,764		
Reports to (Job Title):	Portfolio Manager – Land and Miscellaneous Holdings		
Structure chart attached:	Yes		

Job Purpose:

Working to the portfolio manager, you will play a pivotal role in assisting the Council best utilise its synergy with its wholly owned Swindon Housing Company to build a sustainable pipeline of land and property within our Land and Miscellaneous Holdings to meet the needs of our residents, generate increased commercial returns and help with our growth and place shaping aspirations.

On a day-to-day basis you will proactively review all assets within the land and miscellaneous portfolio and provide appropriate professional expertise to deliver sound and justified recommendations, information and advice on the assets within your portfolio including developing sustainable management strategies for each asset to maximise benefit to the Council.

You will be comfortable working in a matrix environment, be pragmatic, have a strong commercial acumen, innovative and be adept at solving problems and proficient in seeking out and unlocking opportunities which drive capital and revenue generation.

To support the Head of Corporate Assets and key development partners to stimulate inward investment into the Swindon economy and actively support the delivery of the Council's wider inclusive economy & sustainability priorities

Key responsibilities and accountabilities:

- Identify, lead and deliver opportunities to maximise the effectiveness and efficiency of capital and income generation or outputs from the land and miscellaneous portfolio including the identification and disposal of surplus or under-performing assets
- Contribute to the annual valuation programme of c£1b on 31 December 2018 ensuring that all valuation work is in accordance with the Statutory Code and CIPFA and RICS statements of practice and guidance notes and is in compliance with the Council's standing orders, financial regulations, codes and practices.
- Negotiate the disposal of freehold interests in sites for residential and mixed-use

development by Swindon Housing Company (and 3rd parties where appropriate).

- To support your portfolio manager to deliver the wider Swindon Borough Council 'Estates & Assets' Transformation priorities through providing property related support and advice as required to multi-disciplinary teams to deliver economic resilience and inclusive growth for the Borough.
- To work closely with the Portfolio Manager in leading multiple valuation cases, viability surveys, preparing committee and board papers and options appraisals to help inform major asset related decisions.
- To work closely with Planning colleagues and Swindon Housing Company to gauge development potential to support Swindon Borough Council corporately maximise value from its asset base.
- Be corporately aware of the wider growth agenda and ensure portfolios have regard to planning applications submitted to identify those that impact on or affect the Council's land and property.
- Identify, lead and deliver opportunities to maximise the effectiveness and efficiency of income generation or outputs from the property portfolio including the identification and disposal of surplus or under-performing assets
- Coordinate and manage external consultants, partners and expert consultees as required as part of managing the corporate portfolio
- Be corporately aware of the wider economic growth agenda and ensure the portfolio has regard to planning applications submitted to identify those that impact on or affect the Council's land and property.
- Maintain professional and effective communications with members of the public, tenants, staff, elected members and external organisations

Supplementary Accountabilities

- As necessary negotiate the acquisition of properties
- Maintain effective communications with members of the public, tenants, staff, elected members and external organisations
- Negotiation and conclusion of any other type of property transaction on any of the Councils property portfolio including the operational estate
- To respond to queries from internal or external sources regarding the portfolio

Managerial

- Instruct the Council's Legal Services in relation to new, existing or varied leases, agreements, notices, terminations and other tenancy management matters and liaise closely in agreeing and processing any of these.
- Chairing meetings, attending evening meetings outside normal working hours

Professional

- Degree or equivalent relevant experience in estate management, surveying or planning
- DESIRABLE - Membership of the Royal Institution of Chartered Surveyors (General Practice) with relevant post qualification experience including property acquisition, management, disposal and development / regeneration casework.
- Knowledge and experience of project management techniques within a similar environment

Decision making:

- The postholder must take effective decisions quickly and act on their own initiative in

order to resolve problems. Effective delegation across the team will be essential to empowering the team and accelerating delivery outcomes.

- The postholder must be able to quickly get to the heart of issues and accurately assess and manage risk
- The postholder must show creativity in using intellectual capital and resources to deliver cost effective services
- The postholder must ensure decisions taken are based on clearly defined needs of the council (and our wider community) ensuring both short, mid and long term requirements are planned for.
- Recommendations in Cabinet reports and Cabinet Member Decision and Briefing Notes on the use, acquisition and disposal of land and buildings (this involves long-term decisions on properties often with an impact of over 40 years).
- Leading project boards and teams involving elected members and officers to provide property advice for corporate and regeneration projects.
- Representing the Council in acquisition, letting, management and disposal by sale and lease of all types of property. Determine and recommend course of action, authorise and oversee actions to completion.
- Review and determine lease terms to achieve the best terms and protect the Council's interests at all times (essential where regeneration proposals are involved as redevelopment could be delayed or restricted substantially if vacant possession of properties cannot be obtained).
- The post holder will exercise substantial delegated authority in complex negotiations in order to secure the most advantageous terms for the Council.

Knowledge and Experience

- Experience of working in a complex, multi-disciplinary organisation and to lead, manage and motivate a team to achieve challenging and time driven outputs
- To work closely with the Portfolio Manager in leading multiple valuation cases, viability surveys, preparing committee and board papers and options appraisals to help inform major asset related decisions.
- A strong customer services focus
- Ability to establish and maintain good working relationships with a range of staff. The ability to drive results whilst working in a collaborative way and developing and maintaining strong, positive working relationships
- Excellent communication skills
- Ability to identify options and solutions and adopt a methodical approach to produce and deliver outputs and outcomes.
- Computer literate with knowledge of GIS packages.
- Ability to produce and present concise and accurate reports.
- Self-motivated and pro-active approach and good communication and inter-personal skills.
- Ability to consider options and issues and identify and implement appropriate solutions to a range of problems.

Creativity and innovation

- Constantly reviews ways of working and identifies opportunities to improve the quality of work of the service
- Identifies creative solutions to Council-wide issues and takes action to implement them

- Shows creativity in using resources and prioritising portfolio outcomes to deliver cost effective services, engaging external experts where relevant, and looking beyond the boundary of current service delivery
- Continually identifying, evaluating and implementing innovative new areas of partnership working where it is beneficial to Swindon

Values and Behaviours:

Our organisational values express what is important to us, our ethics, ideals and the principles upon which we place significant worth. These values drive our choices, decisions and behaviours:

At Swindon we do what really matters; We love 'our' Swindon. We want the best for it. We turn up each and every day to have impact, a place and people to be proud of.

At Swindon we do things right; We are accountable to our residents and ourselves to make the best decisions we can, to try new things to make Swindon thrive now and in the future.

At Swindon we make it happen together; We work together, with our communities, across the Council and with our partners to get the best we can collectively for Swindon.

Working in accordance to our values we aim to achieve excellence in our behaviours – to get the best for Swindon Borough and us. Our behaviour framework builds on our values and provides examples for each of us of what this means in practice.

Delivering Performance and Results

- Being determined to achieve our outcomes by committing to the highest standards of individual and collective performance.
- Holding purposeful conversations which challenge, recognise contribution, giving and receiving relevant feedback.
- Being responsible for delivering my results. Results that contribute to the wider outcomes for Swindon Borough

Collaborating and Innovating

- Taking a Swindon wide view. Understanding the impact of the political landscape for our organisation.
- Looking for appropriate opportunities to work internally and externally in partnership to find new and sustainable ways to do things.
- Being bold, willing to learn in order to meet the needs of our residents.
- Being proactive and accountable – making a difference.

Leading Self and Others

- Acting in a fair, ethical and authentic way, demonstrating mutual respect and treating one another as professionals.
- Fostering trust, developing ability and accountability.
- Developing the conditions for ourselves and others to thrive to create a one team spirit that we are proud of.

Swindon Borough Council – Our Leadership Competencies

- **Corporate Leadership** – Act as an Ambassador for the Council's vision, priorities, pledges and values collectively with colleagues from within the Corporate Leadership Team.
- **Managing Self** – Manage your time, priorities and resources to achieve goals and meet personal learning and development needs

- **Leading People** – Leading, engaging, developing and motivating employees to perform their best
- **Leading Change** – Helping others to approach changes at work in a way that seeks to ensure their commitment and enthusiasm is focused on achieving the Council’s objectives
- **Managing Information** – Works in an informed and evidenced based way by making good decisions based on relevant information and data
- **Maximising Partnerships** – Building effective working relationships and ensuring partnerships are focused on outcomes
- **Managing Resources** – Achieving objectives through the effective planning and allocation of resources
- **Managing Activities** – Managing the activities of the team to achieve business priorities within agreed time scales and budgets
- **Managing Risk** – Actively seeking to identify, escalate and mitigate risks and threats to business continuity and the achievement of the Council’s objectives

<u>Context and Dimensions: Job Scope</u>	Budget Holder:	The post holder can be responsible for the successful conduct of grouped transactions of up to £15M
Number and types of jobs managed None		
Typical tasks supervised/allocated to others	Asset Responsibility:	The Council's portfolio has a current value of >£1.3 billion as at 2024/25

Other Key Features of the role

It should be noted that the duties and tasks associated with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out other such appropriate duties as may be required within the grading level of the job.