

## Role Profile

This section provides key information relating to the role

<b>Job Title:</b>	Estates Team Leader		
<b>Post No:</b>	P01506	<b>Grade:</b>	M
<b>Team:</b>	Estates	<b>Location:</b>	Welwyn Garden City
<b>Responsible to:</b>	Assistant Director (Regeneration and Economic Development)		
<b>Responsible for:</b>	Estates Team		

### Overall job purpose:

To manage the Council's Estates Team and its commercial property portfolio. To ensure that income streams are maintained and occupancy rates remain high. To manage lease renewals and rent reviews to grow income and to provide a comprehensive property management service to the Council.

### Key areas of focus:

1.	To manage the Council's Estates Team and the commercial property portfolio.
2.	To be responsible for managing income of circa £5.5 Million per annum and to grow that income in line with the Council's targets.
3.	To provide a comprehensive estates management service to client teams across the council.
4.	To provide a valuation service to the Council, including statutory asset valuations.
5.	To manage the Council's ownership records and ensure they are accurate and up to date.
6.	To instruct and manage various external contractors, including commercial agents, block management and valuation staff.
7.	To liaise with and provide instructions to internal and external solicitors.
8.	To liaise with the Council's Finance Teams to ensure accurate budget monitoring for both income and expenditure on the General Fund portfolio.
9.	To provide valuations of residential properties for both acquisition and disposal, in particular under RTB legislation.
10.	To work with the Assistant Director (Regen and Economic Development) to support on various projects, including town centre regeneration and housing redevelopment and to provide property and valuation advice in relation to these.

11.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
12.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
13.	Any other duties that are commensurate with the level and grade of this post.

### Role Requirements

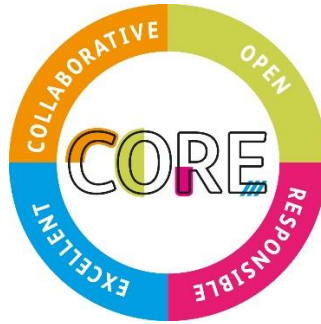
The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
Degree or equivalent qualification in Real Estate or MRICS	x		AP
Substantial experience dealing with commercial property	x		AP/IN
Experience working in local government		x	AP/IN
<b>Knowledge</b>			
Substantial knowledge of legislation relating to commercial leases in England and Wales, in particular the Landlord and Tenant Act 1954.	x		AP/AS/IN
Substantial knowledge of rental and asset valuation of commercial property, in particular relating to retail.	x		AP/AS/IN
Knowledge of legislation relating to residential long leases in England and Wales. In particular relating to freehold reversions and lease extensions.		x	AP/IN
Knowledge of legislation relating to restrictive covenants in England and Wales and how to value their release.		x	AP/IN
Knowledge of legislation relating to NNDR.		x	AP/IN
Knowledge of legislation relating to wayleaves, licenses and easements in England and Wales.		x	AP/IN

<b>Skills and abilities</b>			
Ability to understand and interpret leases, title deeds and other legal documentation and to provide summaries for the layperson.	x		AP/AS/IN
Ability to manage both income and expenditure budgets.	x		IN
Ability to manage external contractors, including specialist surveyors.	x		AP/IN
Strong negotiation skills with a view to achieving the best outcomes for the Council in a range of transactions.	x		IN
Strong leadership and motivational and presentation skills	x		IN
Ability to write complex reports, including valuations and reports to elected members.	x		AS
Strong IT skills, including use of MS Office packages, Teams, Property Management Software, Financial Reporting systems and GIS Mapping systems,	x		AS/IN
Ability to communicate with a variety of audiences, including staff, contractors, professionals, elected members and the general public in accurate and clear spoken and written English.	x		AP/AS/IN
<b>Other attributes</b>			
Strong local knowledge including detailed knowledge of Welwyn Hatfield property markets and of Hertfordshire as a whole.		x	AP/IN
Willingness to attend out of hours committee meetings such as Cabinet or Full Council.	x		AP/IN
A full UK driving licence and access to a vehicle	x		AP
The ability to attend site and undertake site inspections	x		IN
Well-developed analytical, judgemental and problem-solving skills	x		AS/IN

**Assessment Criteria:**  
**(AP) Application, (AS) Assessment, (IN) Interview**

## Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.