**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** **Assistant Property and Land Officer**  | **Grade: PO1**  |
| **Section:** **Support Services** **(Leasehold and Procurement)** | **Directorate:** **Housing and Regeneration Services** |
| **Responsible to following manager:****Senior Leasehold and Procurement Officer**  | **Responsible for following staff:****N/A** |
| **Post Number/s:****RWH6001** | **Last review date: July 2016** |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

* Assists the Senior Leasehold and Procurement Officer in the efficient and effective management of all post-sales landlord functions. This includes processing lease extension applications plus undertaking investigations and clarifying enquires related to leasehold and freehold properties, and housing land.
* Assists the Senior Leasehold and Procurement Officer as and when necessary in undertaking a range of duties relating to the evaluation of the use of land and buildings which fall within the housing revenue account, including identifying and investigating housing sites in order to evaluate options for future use*.*

**Specific Duties and Responsibilities**

1. Responds to general enquiries from Council leaseholders relating to lease extensions and processes formal requests for lease extensions under S42 of the Leasehold Reform Housing and Urban Development Act 1993, ensuring best consideration for the Council and instructing the Head of Valuation and Asset Management Service and Borough Solicitor accordingly.
2. Responsible to the Senior Leasehold and Procurement Officer for the efficient and effective management of all post-sale landlord functions including the processing of requests from leaseholders to carry out structural alterations and the subsequent granting of licences for alteration, deeds of variation and lease surrenders and regrants, ensuring that a premium is paid where appropriate. Liaises with the Area Housing Teams and Property Accounts as necessary and instructs the Head of Valuation and Asset Management Service and Legal Services accordingly.
3. Processes requests for scaffold, skips, access and work compound licences and agreements over the Council’s land to facilitate private developments. Where appropriate, negotiates terms, conditions and licence fees to ensure the Council obtains best consideration, instructing the Head of Valuation and Asset Management Services and Legal Services accordingly.
4. Assists the Senior Leasehold and Procurement Officer in carrying out investigations and searches in response to requests to purchase housing land made by leaseholders and members of the public. Verifies the ownership of the land and investigates any issues which may affect the decision to sell the land such as existing easements and rights of way.
5. Assists the Senior Leasehold and Procurement Officer in processing requests for the granting of easements and wayleaves as they affect properties within the housing revenue account, negotiating on the granting of these legal interests, liaising with various professional and technical services to obtain best consideration for the Council. Agrees heads of terms in conjunction with the Head of Valuation and Asset Management Service and liaises with the Council’s Property Consultants. Instructs the Head of Valuation and Asset Management Services and Legal Services accordingly.
6. Investigates all planning applications affecting land and properties held in the housing revenue account and investigates in particular potential breaches of lease and freehold covenants, making recommendations to the Area Housing Teams, etc and/or initiating legal or other action accordingly.
7. Assists the Senior Leasehold and Procurement in monitoring post sales leasehold repairing obligations to ensure that imposed lease covenants are complied to.
8. Assists the Senior Leasehold and Procurement Officer, if and when necessary, in a range of duties relating to the evaluation of the use of land and buildings which fall within the Housing Revenue Account, including identifying and investigating housing sites either notified by others or by site visit through examination of site plans in order to evaluate options for future use including disposal or redevelopment, liaising with the Housing Development Manager and Head of Valuation and Asset Management Service and instructing the Borough Solicitor, Head of Valuation and Asset Management Service and Director of Finance as necessary.
9. Assists the Senior Leasehold and Procurement Officer, if and when necessary, in liaising with other Council departments and external agencies in ensuring the efficient and effective progression of the sale or development of surplus sites falling within the housing revenue account.
10. If and when necessary, instructs and liaises with consultants appointed to prepare site feasibility studies and assists the Senior Leasehold and Procurement Officer in preparing briefs in relation to suggested sites for disposal or development for consideration by Housing’s Divisional Management Team.
11. Responsible for the provision of administrative support to the Senior Leasehold and Procurement Officer in relation to those functions detailed in this job description.
12. Undertakes other duties commensurate with the grade as directed by the Senior Leasehold and Procurement Officer.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

N/A

**Current team structure**

**Head of Programming, Leasehold & Procurement**

(MG2)

**Leasehold and Procurement Manager**

(PO6)

**Principal Programming Officer**

(PO2)

**Senior Leasehold & Procurement Officer**

(PO3)

**Principal Procurement Officer**

(PO3)

**Senior**

**Consultation Officer**

(PO4)

**Finance Officer**

(SO1)

**Consultation Officers x 3**

(PO3)

**Leasehold and Procurement Officers x 3**

(SO1)

**Assistant Property & Land Officer**

(PO1)

**Person Specification**

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| --- | --- |
|  **Job Title:** Assistant Property and Land Officer  | **Grade**: PO1  |
| **Section:** Support Services(Leasehold and Procurement Services) | **Directorate:** Housing and Regeneration  |
| **Responsible to:**Senior Leasehold and Procurement Officer  | **Responsible for:**N/A  |
| **Post Number/s:**RWH6001 | **Last Review Date:** July 2016 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| A thorough knowledge of the lease extension process and statutory requirements under the Leasehold Reform Housing and Urban Development Act 1993.  | A & I  |
| Knowledge of leasehold management and legal interests relating to land and property ownership, including freehold, leasehold, easements, licences, etc.  | A & I |
| Knowledge of the Council’s Safeguarding responsibilities.  |  |
| **Experience**  |
| Experience in residential housing including leasehold properties, in a local authority environment, in particular in processing requests for lease extensions, licences for alterations, deeds of variation, deeds of consent, etc | A & I |
| **Skills**  |
| Ability to deal with issues relating to land ownership within a local authority setting and particularly in relation to land held by a local authority as a residential landlord.  | A & I |
| Excellent communication and interpersonal skills | A & I |
| Effective interpersonal skills with excellent verbal and written skills | A & I |
| Ability to demonstrate professional knowledge and judgement in making decisions  | A & I |
| Enthusiastic and creative approach to problem solving  | A & I |
| Able to analyse and interpret financial data | A & I |
| Ability to work flexibly under pressure with minimal supervision and able to use initiative to determine priorities and meet deadlines  | A & I |
| Positive, self-motivated and results focused  | A & I |
| **Qualifications**  |
| No specific qualifications required  | N/A |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**