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

**Job Description**

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| **Job Title:**  **Senior Leasehold & Procurement Officer** | **Grade: PO3** |
| **Section:**  **Leasehold and Procurement** | **Directorate:**  **Housing and Regeneration** |
| **Responsible to following manager:**  **Leasehold and Procurement Manager** | **Responsible for following staff:**  **Leasehold and Procurement Officers x 3**  **Property and Land Officer x 1** |
| **Post Number: HPC02** | **Date: 24th November 2020** |

**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**

1. Undertakes 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.
2. Acts as the primary link with other Council departments and external agencies in ensuring the efficient and effective progression of the sale of surplus sites falling with the housing revenue account and deals with the whole range of legal enquiries which may arise, seeing the whole process, where necessary, through to legal transfer and completion.
3. Responsible to the Leasehold and Procurement Manager for the efficient and effective management of all post-sales 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.
4. Manages 3 Leasehold and Procurement Officers and is responsible for the supervision and management of the general administrative functions of the Leasehold Services Section as required by the Leasehold and Procurement Manager.

**Specific Duties and Responsibilities**

1. Undertakes 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 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.
2. Acts as the primary link with other Council departments and external agencies in ensuring the efficient and effective progression of the sale of surplus sites falling with the housing revenue account. Instructs the Borough Solicitor to carry out initial title checks and procures title reports to assist in this process, dealing with all issues which need to be addressed to obtain unencumbered title to respective sites prior to disposal. Obtains plans, prepares detailed instructions for the Head of Valuation and Asset Management Service on sites for disposal or development and deals with the whole range of legal enquiries which may arise, including such issues as site security and sees the whole process, where necessary, through to legal transfer and completion.
3. Instructs and liaises with consultants appointed to prepare site feasibility studies and prepares briefs in relation to suggested site disposals / development for consideration by Chief Officers and Council Members as appropriate.
4. Following the sale of any HRA property and sites, maintains accurate records and ensures that relevant databases are updated.
5. Responsible to the Leasehold and Procurement Manager for the efficient and effective management of all post-sales 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, liaising with the Area Housing Teams as necessary and instructing the Head of Valuation and Asset Management Service and Borough Solicitor accordingly.
6. Processes 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 and processing requests from telecommunication and utility companies to enter into agreements to place their equipment on Council land, liaising with various professional and technical services accordingly. Agrees heads of terms in conjunction with the Head of Valuation and Asset Management Service and instructs the Head of Valuation and Asset Management Service and Borough Solicitor accordingly.
7. Processes requests for 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 Service and Borough Solicitor accordingly
8. In consultation with the Borough Solicitor investigates title deeds to resolve issues relating to land ownership rights, boundary disputes etc. and provides advice to Area Housing Teams on issues which arise concerning land ownership matters. Attends court as witness for the Council in cases relating to land ownership, title and boundary dispute matters.
9. Investigates all planning applications affecting land and properties held within the housing revenue account and in particular investigates potential breaches of lease and freehold covenants, making recommendations to Area Housing Teams etc. and/or initiating legal or other action accordingly.
10. Researches and recommends solutions to problems identified at pre-sale stage by the Home Ownership Team, Head of Valuation and Asset Management Service and Borough Solicitor involving the post sales management of leasehold properties.
11. Processes 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.
12. Considers requests from freeholders to release or modify restrictive covenants and following receipt of advice and input from Head of Valuation and Asset Management Service and Borough Solicitor, initiates instructions to the Council’s valuation and legal contractors accordingly using the Delegated Committee Authority given to the Director of Housing and Regeneration.
13. Monitors post sales leasehold repairing obligations to ensure that imposed lease covenants are complied with.
14. Investigates applications for requests for residential and commercial lease and licence agreement amendments, variations and rectifications to ensure best consideration for the Council. Advises applicants, managing agents and other appropriate bodies of decisions using the Director of Housing and Regeneration’s delegated authority.
15. Personally investigates complex matters raised by all Council departments and sections within Housing and Regeneration relating to changes in leases not correctly assigned through the legal process.
16. Responsible for the management of pre-assignment of lease enquiries and contract and programme administration matters relating to the major works programme and for receiving, recording and responding to pre-assignment enquiries. Includes the receipt, logging and collation of information and replies to all pre-assignment enquiries. Disseminates individual queries from complex legal letters received from solicitors, lending institutions, estate agents and individuals
17. Supervises 3 x Leasehold and Procurement Officers and 1 x Property and Land Officer and is responsible for the supervision and management of the general administrative functions of the Leasehold Services Section as required by the Leasehold and Procurement Manager.
18. Supervises the collection of fees in respect of pre-assignment enquiries. Ensures that all monies collected are accounted for in and accordance with audit guidelines. Receives debit card payments over the telephone in respect of pre-assignment fees ensuring that these payments are recorded on the relevant database system and receipts are issued accordingly. All enquiries are logged accurately on the pre-assignment database and that an acknowledgement letter and VAT receipt are dispatched.
19. Ensures all ‘Housing’ tenders (building, mechanical, professional, term and any other contracts) are prepared and despatched in a timely fashion ensuring that all documents and drawings are attached.
20. Deals with issues relating to enquiries from external solicitors, Borough Solicitor, Home Ownership Team, Property Services and any other interested party in relation to the Council’s policies in respect of leasehold management and relevant statutes.
21. Produces monthly, annual and ad hoc statistical returns in respect of pre-assignment enquiries to be passed to the Leasehold Services Manager.
22. Produces statistical returns to the Director of Finance related to major works spend on Housing estates for the purposes of the preparation of right to buy offer notices
23. Assists the Leasehold and Procurement Manager in drafting procedure and guidance notes in relation to the postholder’s specific areas of responsibility.
24. Explains the Council’s procedures and policies, public sector leases and relevant statute to legal professionals and others as necessary.
25. Responsible for the updating of NPS with new leaseholder details dealing with anomalies and ensuring that the information held is accurate.
26. Maintains and updates records held by Leasehold Services relating to the programming of major works.

**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**

Manages a team of 3 Leasehold and Procurement Officers (SO1) and 1 Property and Land Officer (PO1)

**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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| **Section: Leasehold and Procurement** | **Directorate:** Housing and Regeneration |
| **Responsible to: Leasehold and Procurement Manager** | **Responsible for:**  **Leasehold and Procurement Officers x 3**  **Property and Land Officer x 1** |
| **Post Number/s: HPC02** | **Last Review Date: 24th November 2020** |

**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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| **Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge** | |
| Wide ranging knowledge of leasehold management and legal interests relating to land ownership, including freehold, leasehold, easements, licences etc. | A/I |
| A thorough knowledge of the statutory safeguarding requirements. | A/I |
| **Experience** | |
| Experience of the management of residential housing including leasehold properties, in a local authority environment. | 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 |
| Ability to manage a team of 4 x senior officers | A/I |
| Effective interpersonal skills with excellent verbal and written skills | A/I/T |
| 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 | A/I |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**