**Job Description**

**Main Purpose of Job:**

To take a leading strategic role in delivering and supporting the Councils’ investment and development projects relating to all its property assets. To support the work of Asset and Investment, Economic Development & Regeneration and Housing in project leadership and identifying and analysing opportunities. To completed projects on time and within budget to enable economic growth and increased outputs for the Council.

**Our Values**

You will be expected to work in line with our values which are:

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| **Proud** - Believing in who we are, what we do and where we live |
| **Dynamic** - Transforming the future with you in mind |
| **Truthful** - Honest and clear in all we do |
| **Good Value** - Delivering outstanding services, smartly & economically |
| **United** - Whoever we work with, we work as one team |

**Key Responsibilities:**

1. Responsible for Investment Analysis, Property Valuation, Land Matters and Legal Matters Relating to all investment development opportunities for the Council.
2. Conduct market research and explore property investment opportunities within the local authority.
3. Carry out valuation and investment appraisals on a variety of property asset classes. Make recommendations to the Asset Investment manager on viability and suitability for investment or development.
4. Prepare detailed investment feasibility studies, financial models, and investment proposals for review by senior management.
5. Perform thorough due diligence on assets and projects, including financial analysis, legal assessments, and risk evaluation.
6. Monitor market updates including the changes to the Council’s strategies, central government policies and economic environment, and assess the financial impact on the Council’s Property Holdings.
7. To have a thorough understanding and working knowledge of all property and Local Government related legislation including the Landlord and Tenant Act and Local Government Act and understand their impact on the Council's property holdings, to be able to advise senior leadership team and members on these matters.
8. To undertake a variety of RICS ‘Red Book’ Valuations, annual portfolio, Right to Buy valuations and appraisals for disposal or development purposes.
9. To work closely with Finance, Planning, Economic Development & Regeneration and Housing to develop business cases for new property developments including cash flow analysis, strategic leadership and professional support and advice and act as intelligent Client.
10. To have membership of all project boards relating to property assets within The Council’s ownership.
11. To assist the Asset & Investment Manager to deliver a strategy to maximise the income of ESC’s asset portfolio and to achieve productivity targets in line with ESC objectives.
12. To lead in developing and delivering the Council's continued asset review strategy and identify opportunities, make recommendations and presenting reports to Asset Management Group, Cabinet and full Council as required.
13. To provide professional support and resource to all property related projects across the Council.
14. To negotiate the settlement of terms for the acquisition and disposal of property, and provide regular cost estimates and scheme progress reports as required.
15. To deputise for Asset & Investment Manager as and when required.
16. Comply with the ESC’s policies, procedures and guidelines including the Health and Safety Policy.
17. To ensure that customer requirements are identified and agreed with the client departments and partner organisations.
18. To commission and monitor external professional advisors.
19. To ensure responses to the public enquiries are carried out in a courteous manner within agreed timelines.
20. To carry out other duties appropriate to the level and character of the post.
21. To promote and adhere to the workplace values of our organisations.

**Line Manager:** Asset & Investment Manager

**Main Contacts:** Senior staff within public sector clients, Council Officers and Members, surveyors and solicitors.

**Political Restriction:** This post is politically restricted under the Local Government and Housing Act 1989 and postholders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.

Note: This is a description of the job as it is constituted at June 2023 but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of both Councils to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is both Councils' aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Councils reserve the right to insist on changes to the Job Description after consultation with the postholder.

**Personal Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | * Have extensive recent experience in the professional property environment.
* To have experience of operating in a local authority environment either at County, District or Unitary level.
* Relevant previous post qualification experience, minimum 5 years.
* RICS qualification
* Proven experience in property development acquisitions, with a track record of successful acquisitions and investment returns.
 | * Experience in working to agreed targets within a commercial environment.
* Dealing with senior personnel and council members.
* Experience of working to multiple and conflicting deadlines.
* Representing organisations on internal and external groups.
* Establishing systems and procedures to ensure effective and efficient service delivery.
* Variety of property work at a professional level.
* RICS Registered Valuer
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| **Skills and Abilities:** | * Flexible and able to meet tight deadlines.
* To work unsupervised to a high quality.
* Up to date with current law and practice.
* Ability to collect and analyse complex information, to consider and evaluate all relevant factors, and draw logical and reasoned conclusions.
* Ability to plan, coordinate and deliver own tasks and programmes to meet client and other targets.
* Good organisational skills.
* Proficient in using IT (Microsoft Excel and Word).
* Able to demonstrate business acumen.
 | * Ability to produce concise and accurate reports and correspondence for a diverse range of recipients.
* Ability to identify problems, suggest and implements solutions.
* Have first hand knowledge of property related issues faced by local authorities and other public sector organisations.
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| **Education and Training** | * Member or Fellow of Royal Institution of Chartered Surveyors or equivalent.
* Relevant previous post qualification experience, minimum 5 years.
 | RICS registered Valuer. |
| **Values:** Ability to demonstrate an understanding and apply our values which are embedded in all our roles.  | **Proud** - Believing in who we are, what we do and where we live |
| **Dynamic** - Transforming the future with you in mind |
| **Truthful** - Honest and clear in all we do |
| **Good Value** - Delivering outstanding services, smartly & economically |
| **United** - Whoever we work with, we work as one team |
| **Other Requirements** | * Confident and courteous manner, both in person and on the telephone.
* Demonstrate ability and commitment to customer care.
* Conscientious.
* Adaptable to the various duties of the post.
* Ability to work on own initiative as an individual or as a team member.
* Contribute to the development of good working relationships within the team.
* Ability to display sensitivity, tact and diplomacy.
* Positive attitude.
* Excellent social and communication/negotiation skills to effectively work with managers and other stakeholders.
* Ability to co-ordinate effectively the professional and technical input of other staff.
* Reliable and hard working.
* To promote and adhere to the workplace values of our organisations.
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