Grading
Job Description and Employee Specification

Job title: Property and Estates Officer	**Service area**: Communities
Post number:	**Division:** Development & Assets
Grade: Career Grade 7/8/9	**Section/team:** Assets and Property

Overall purpose of job:

Working within the Corporate Landlord model, provide professional property, estate management and strategic asset management services across the Council's operational, commercial, surplus and development property portfolios.

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Main responsibilities:

Career grade expectations:
The duties detailed below apply across the career grade. The complexity of the caseload, degree of autonomy, level of professional judgement and responsibility for strategic relationships will increase as the postholder progresses.

1. Manage or support the management of an allocated portfolio of Council-owned land and property, ensuring assets are managed efficiently, professionally and in accordance with the Corporate Landlord framework.

2. Contribute to the preparation, implementation and review of the Council's Strategic Asset Management Plan and associated service, portfolio or neighbourhood asset plans.

3. Review the use, performance and strategic relevance of Council assets, identifying opportunities for improved utilisation, co-location, rationalisation, investment, repurposing, income generation, development or disposal.

4. Prepare or contribute to professional property advice, reports, options appraisals, business cases and recommendations for senior managers, project teams and elected Members.

5. Undertake landlord and tenant casework appropriate to career level, including lettings, lease renewals, rent reviews, licences, assignments, consents, inspections, service charge matters and management of lease obligations.

6. Manage or support allocated commercial property assets to promote sustainable income, occupancy, tenant retention, inward investment, local business growth and the long-term value of the portfolio.

7. Monitor the financial, operational and strategic performance of allocated assets, including rental income, arrears, voids, expenditure, lease events, condition, compliance issues and investment requirements.

8. Manage or support property acquisitions and disposals from initial instruction through due diligence, valuation, approval, marketing, negotiation and legal completion, working within the Council's governance and delegation arrangements.

9. Support delivery of the Council's phased asset disposal and capital receipts programme, maintaining accurate case information, forecasts, milestones, risks and dependencies and progressing assets through agreed disposal gateways.

10. Develop or contribute to appropriate marketing strategies for property lettings, disposals and development opportunities and work with businesses, investors, developers and partners to identify viable property solutions.

11. Negotiate or support the negotiation of heads of terms and professional recommendations relating to leases, licences, acquisitions, disposals, easements, wayleaves and other land and property transactions.

12. Provide valuation advice within professional competence and support valuations for estate management, acquisition, disposal, financial reporting, investment and development purposes.

13. Support the annual financial reporting valuation, impairment and asset verification programme by maintaining and validating property information, coordinating inspections and external valuation inputs and assisting with audit evidence and enquiries.

14. Act as or support the property lead for allocated projects and coordinate activity through the Council's property case management process, ensuring professional ownership remains clear and matters progress through legal and governance stages.

15. Maintain accurate property records, case files, approvals, financial information and audit trails and contribute to the development of property systems, dashboards and performance information.

16. Commission or support the commissioning and management of external agents, valuers, solicitors, consultants and other professional advisers where additional capacity or specialist expertise is required, ensuring quality, value for money and timely delivery.

17. At the appropriate career level, have line management responsibility and support, mentor and share professional knowledge with graduates, apprentices and less experienced colleagues and contribute to the development of the Council's property profession.

18. At the appropriate career level, deputise for senior property colleagues and represent the Property and Estates function at internal and external meetings, working groups and professional forums.

Knowledge, skill and experience:

At Grade 7 - Graduate Property and Strategic Estates Officer

- Degree level qualification in a relevant subject.
- Commitment to continuing professional development including agreement to actively work towards the RICS Assessment of Professional Competence or another agreed professional qualification pathway
- Knowledge of estate management, landlord and tenant matters, property transactions and commercial property principles.
- Understanding of strategic asset management, portfolio review, utilisation, rationalisation, investment and disposal principles.
- Understanding of valuation principles and relevant professional standards
- Ability to negotiate and influence
- Ability to interpret property, market, legal and service information and translate it into practical options and recommendations.
- Good written and verbal communication skills
- Report writing skills
- Understanding of relevant property legislation
- Understanding of local government governance, public accountability and political sensitivity.
- Competence in the use of property management systems, digital mapping, Microsoft applications and web-based information systems.
- Ability to demonstrate professional integrity
- Financial understanding
- Resilient and tenacious
- Ability to transport self around the North Lincolnshire geographical area in a timely manner.

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At Grade 8 - Property and Estates Officer

- Degree level qualification in a relevant subject.
- Evidence of continuing professional development including actively progressing towards, or holds, an appropriate RICS or equivalent professional qualification.
- Strong knowledge and understanding of estate management, landlord and tenant matters, property transactions and commercial property principles.
- Experience of strategic asset management, portfolio review, utilisation, rationalisation, investment and disposal principles.
- Excellent knowledge and understanding of valuation principles and relevant professional standards.
- Excellent negotiation and influencing skills
- Experience of interpreting property, market, legal and service information and translate it into practical options and recommendations.
- Excellent written and verbal communication skills
- Strong report writing skills
- Ability to present complex information and professional advice to a range of audiences
- Ability to coach, mentor and support others
- Good knowledge and understanding of relevant property legislation
- Good understanding of local government governance, public accountability and political sensitivity.
- Competence in the use of property management systems, digital mapping, Microsoft applications and web-based information systems.
- Ability to demonstrate professional integrity
- Financial understanding and acuity
- Resilient and tenacious
- Ability to transport self around the North Lincolnshire geographical area in a timely manner.

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At Grade 9 - Senior Property and Estates Officer

- Degree level qualification in a relevant subject.
- Chartered Membership of the Royal Institution of Chartered Surveyors or an equivalent recognised professional qualification
- Evidence of ongoing continuing professional development
- Excellent knowledge and understanding of estate management, landlord and tenant matters, property transactions and commercial property principles appropriate to career level.
- Significant experience of strategic asset management, portfolio review, utilisation, rationalisation, investment and disposal principles.

  Advanced knowledge and understanding of valuation principles and relevant professional standards.
- Advanced negotiation and influencing skills
- Significant experience of interpreting property, market, legal and service information and translating it into practical options and recommendations.
- Excellent written and verbal communication skills
- Excellent report writing skills
- Experience of presenting complex information and professional advice to a range of audiences
- Supervisory / management skills and experience of coaching, mentoring and supporting others
- Excellent knowledge and understanding of relevant property legislation
- Good understanding of local government governance, public accountability and political sensitivity.
- High level of skill and experience in the use of property management systems, digital mapping, Microsoft applications and web-based information systems.
- Ability to demonstrate professional integrity
- Strong financial understanding and acuity
- Resilient and tenacious
- Ability to transport self around the North Lincolnshire geographical area in a timely manner.

Creativity and innovation:

At Grade 7 - Graduate Property and Estates Officer

- Identify practical and commercially aware property solutions that balance service outcomes, financial sustainability, community benefit, market conditions and organisational risk.
- Contribute to continuous improvement, service development and modern ways of working, including digital property tools, standardised workflows and improved customer experience.
- Identify innovative approaches to tenant engagement, commercial portfolio performance, disposal delivery, asset planning and the use of external professional capacity.
- Identify ways to enhance the value and marketability of assets before letting, development or disposal, including resolving title, occupation, planning, condition and access constraints.
- Engage with available funding and policy initiatives to support development projects.

At Grade 8 - Property and Estates Officer

- Develop practical and commercially aware property solutions that balance service outcomes, financial sustainability, community benefit, market conditions and organisational risk.
- Contribute to continuous improvement, service development and modern ways of working, including digital property tools, standardised workflows and improved customer experience.
- Develop innovative approaches to tenant engagement, commercial portfolio performance, disposal delivery, strategic asset planning and the use of external professional capacity.
- Identify ways to enhance the value and marketability of assets before letting, development or disposal, including resolving title, occupation, planning, condition and access constraints.
- Implement and engage with available funding and policy initiatives to support development projects.

At Grade 9 - Senior Property and Estates Officer

- Develop and implement practical and commercially aware property solutions that balance service outcomes, financial sustainability, community benefit, market conditions and organisational risk.

- Contribute to continuous improvement, service development and modern ways of working, including digital property tools, standardised workflows and improved customer experience.

- Develop and implement innovative approaches to tenant engagement, commercial portfolio performance, disposal delivery, strategic asset planning and the use of external professional capacity.

- Challenge existing property uses and service demand constructively, identifying opportunities for co-location, improved utilisation, rationalisation, repurposing, integration, investment or disposal.

- Identify ways to enhance the value and marketability of assets before letting, development or disposal, including resolving title, occupation, planning, condition and access constraints.

- Use market intelligence, property data and service insight to shape short-, medium- and long-term asset interventions and inform commercial strategies.

- Implement and engage with available funding and policy initiatives to support development projects.

- Vision to address investment decisions relating to effective property management and relating to repair programmes and negotiation of valuation terms for all acquisitions and disposal of property.

Contacts and relationships:

Whilst the scope of the contacts is the same for all grades, there is an expectation that the postholder will have an awareness of their level of professional competence which will translate into what they may do, or provide, for those contacts. The nature of the contacts and relationships will progress from supporting professional work at Grade 7, to acting as the primary property contact at Grade 8 and then as a trusted adviser at Grade 9.

- Senior managers, elected members, service managers and project teams – routine and regular contact to build and maintain effective relationships, in the provision of support, advice and guidance in accordance with level of professional competency, and the undertaking of project work.

- Tenants, businesses, community organisations, developers, landowners, investors, agents, valuers, solicitors, consultants, contractors, public bodies and other external partners – routine and regular contact to build and maintain professional relationships, to consult and advise, and in the provision of professional support in accordance with level of professional competency, and in undertaking project work.

  Negotiation is a fundamental part of the role. Matters may be complex, commercially sensitive, contentious or politically high profile and will require diplomacy, professional credibility, conflict management and clear communication.

The outcome of advice and negotiations may commit the Council to significant lease, acquisition, disposal, investment or development decisions and may materially affect service delivery, income, capital receipts and the Council's financial position.

- Legal Services, Finance, Planning, Regeneration, Economic Development, Procurement, Facilities Management, Maintenance, Compliance and other Council functions on a routine and regular basin the delivery of coordinated property outcomes.

Decision making:

At Grade 7 - Graduate Property and Estates Officer

- Makes routine professional decisions. Decisions and recommendations must be evidence-based, proportionate, within delegated authority and compliant with legislation, professional standards and Council procedures
- The role involves access to commercially sensitive, confidential and legally privileged information and requires high levels of integrity, discretion and information governance awareness. Property negotiations and decisions may have significant financial, operational, legal and reputational implications for the Council.
- Gathers, validates and analyses property, market, financial and service information and prepares draft reports, options appraisals, heads of terms and recommendations for review.
- Provide valuation and market advice within professional competence and support valuations for estate management, acquisition, disposal, financial reporting, investment and development purposes. Where formal RICS Red Book or specialist advice is required, prepare instructions, commission appropriately qualified advisers and act as an intelligent client. Formal regulated valuations may only be undertaken where the postholder holds the necessary qualification and registration.
- Provides valuation and market advice within professional competence.
- Monitor property income, expenditure, arrears, capital receipt forecasts and professional commissions appropriate to the allocated portfolio and career level.
- Ensure property activity is undertaken in accordance with relevant legislation, professional standards, the Council's Constitution, financial regulations, procurement requirements and Corporate Landlord arrangements.
- Escalates complex, high-risk or strategic matters as required and appropriate.

At Grade 8 - Property and Estates Officer

- Exercises independent professional judgement on a broad range of complex property matters. Decisions and recommendations must be evidence-based, proportionate, within delegated authority and compliant with legislation, professional standards and Council procedures

- The role involves access to commercially sensitive, confidential and legally privileged information and requires high levels of integrity, discretion and information governance awareness. Property negotiations and decisions may have significant financial, operational, legal and reputational implications for the Council.

- Makes recommendations that influence investment, commercial, service and disposal decisions.

- Provide valuation and market advice within professional competence and support valuations for estate management, acquisition, disposal, financial reporting, investment and development purposes. Where formal RICS Red Book or specialist advice is required, prepare instructions, commission appropriately qualified advisers and act as an intelligent client. Formal regulated valuations may only be undertaken where the postholder holds the necessary qualification and registration.

- Prepares and delivers service, portfolio or neighbourhood asset plans, options appraisals, business cases and recommendations that support the Strategic Asset Management Plan.

- Monitors and improves asset performance, including income, occupancy, lease events, arrears, expenditure, investment requirements and disposal readiness.

- Monitor property income, expenditure, arrears, capital receipt forecasts and professional commissions appropriate to the allocated portfolio and career level and authorise expenditure and instruct advisers within delegated limits where such authority is assigned.

- Produces clear reports and presents professional advice to senior managers, project teams and Members in a politically sensitive environment.

- Ensure property activity is undertaken in accordance with relevant legislation, professional standards, the Council's Constitution, financial regulations, procurement requirements and Corporate Landlord arrangements.

- Escalates complex, high-risk or strategic matters as required and appropriate.

At Grade 9 - Senior Property and Estates Officer

- Exercises significant autonomy on complex, high-value and politically sensitive matters. Decisions and recommendations must be evidence-based, proportionate, within delegated authority and compliant with legislation, professional standards and Council procedures.

- The role involves access to commercially sensitive, confidential and legally privileged information and requires high levels of integrity, discretion and information governance awareness. Property negotiations and decisions may have significant financial, operational, legal and reputational implications for the Council.

- Makes recommendations that shape strategic options and provides authoritative professional advice within the Council's governance framework.
- Authorises expenditure in relation to repair & maintenance work on council property assets.
- Provide valuation and market advice within professional competence and support valuations for estate management, acquisition, disposal, financial reporting, investment and development purposes. Where formal RICS Red Book or specialist advice is required, prepare instructions, commission appropriately qualified advisers and act as an intelligent client. Formal regulated valuations may only be undertaken where the postholder holds the necessary qualification and registration.
- Shapes and delivers the phased disposal and capital receipts programme, resolving barriers, managing dependencies and advising on timing, market strategy and risk.
- Provides professional advice and guidance to senior officers and Members.
- Provides professional oversight and quality assurance for property advice, reports, instructions and transactions and ensures compliance with legislation, governance and professional standards.
- Commissions, directs and critically challenges external professional advisers and makes recommendations on professional resources, budgets and priorities
- Monitor property income, expenditure, arrears, capital receipt forecasts and professional commissions appropriate to the allocated portfolio and career level and authorise expenditure and instruct advisers within delegated limits where such authority is assigned.
- Ensure property activity is undertaken in accordance with relevant legislation, professional standards, the Council's Constitution, financial regulations, procurement requirements and Corporate Landlord arrangements.
- Escalates complex, high-risk or strategic matters as required and appropriate.

Responsibility for resources:

Financial resources

- None

Physical resources

- Mobile phone and laptop with a combined value of £750. Working away from office base for approximately 40% of working time.
- Key and access arrangements for allocated assets.

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WORK ENVIRONMENT

Work demands:

- The workload is varied and demand-led, with frequent interruptions, competing priorities and short timescales arising from service requirements, market activity, legal processes, elected Member interest and external negotiations.
- The postholder will be required to manage strategically planned and longer-term asset work alongside urgent transactional, tenant, property and disposal matters.
- Flexibility will be required to attend meetings, inspections and negotiations across North Lincolnshire and, where necessary, outside the area.
- Most demands will be instigated by Members or senior officers, but new enquiries/investment from the private sector will affect priorities.
- There is a requirement to manage competing priorities, maintain accurate records and progress multiple property cases and projects.

Physical demands:

- Normal physical effort is required for office-based duties.
- Regular travel and property inspections are required. Visits may involve vacant, operational, commercial, development or construction sites, uneven ground, stairs, ladders or buildings in varying states of repair.

Working conditions:

- Work will be undertaken through a combination of office, agile and site-based activity according to service requirements.
- Site visits may involve exposure to weather, dust, noise, construction activity or properties with known or potential hazards. Appropriate information, controls and protective equipment will be provided.
- The role may hold keys for vacant properties on occasion when visiting, to ensure properties are secure.

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Work context:

- There may be exposure to challenging or confrontational behaviour during negotiations, inspections or public-facing activity; appropriate risk controls and support arrangements must be followed.

- The postholder must follow relevant health and safety arrangements, risk assessments, lone-working procedures and personal protective equipment requirements.

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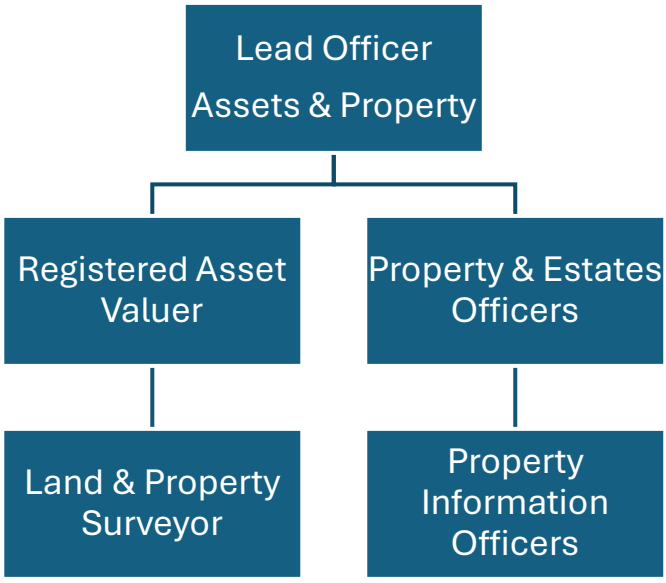
Position in organisation:

Indicate how many staff the post is directly accountable for: At grade 7 – 0
At grade 8 – 0
At grade 9 – 1-2

Are posts in more than one location? **Yes**
Is this at the same site? **Yes**
Are the posts managed highly mobile? **No**
Is the supervision/management shared with another post in the structure? **No**



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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	**Application form (follow up at interview)**

At Grade 7

- Knowledge of estate management, landlord and tenant matters, property transactions and commercial property principles.
- Understanding of strategic asset management, portfolio review, utilisation, rationalisation, investment and disposal principles.
- Understanding of valuation principles and relevant professional standards
- Understanding of relevant property legislation
- Understanding of local government governance, public accountability and political sensitivity.
- Competence in the use of property management systems, digital mapping, Microsoft applications and web-based information systems.

At Grade 8

- Strong knowledge and understanding of estate management, landlord and tenant matters, property transactions and commercial property principles.
- Experience of strategic asset management, portfolio review, utilisation, rationalisation, investment and disposal principles.
- Excellent knowledge and understanding of valuation principles and relevant professional standards.
- Experience of interpreting property, market, legal and service information and translate it into practical options and recommendations.
- Good knowledge and understanding of relevant property legislation
- Good understanding of local government governance, public accountability and political sensitivity.
- Competence in the use of property management systems, digital mapping, Microsoft applications and web-based information systems.

At Grade 9

- Excellent knowledge and understanding of estate management, landlord and tenant matters, property transactions and commercial property principles appropriate to career level.

- Significant experience of strategic asset management, portfolio review, utilisation, rationalisation, investment and disposal principles.
- Advanced knowledge and understanding of valuation principles and relevant professional standards.
- Significant experience of interpreting property, market, legal and service information and translating it into practical options and recommendations.
- Experience of presenting complex information and professional advice to a range of audiences
- Excellent knowledge and understanding of relevant property legislation
- High level of skill and experience in the use of property management systems, digital mapping, Microsoft applications and web-based information systems.

Knowledge, Skills and Experience	Interview

At Grade 7

- Ability to negotiate and influence
- Ability to interpret property, market, legal and service information and translate it into practical options and recommendations.
- Good written and verbal communication skills
- Report writing skills
- Ability to demonstrate professional integrity
- Financial understanding
- Resilient and tenacious

At Grade 8

- Excellent negotiation and influencing skills
- Excellent written and verbal communication skills
- Strong report writing skills
- Ability to present complex information and professional advice to a range of audiences
- Ability to coach, mentor and support others
- Ability to demonstrate professional integrity

- Financial understanding and acuity
- Resilient and tenacious

At Grade 9

- Excellent written and verbal communication skills
- Supervisory / management skills and experience of coaching, mentoring and supporting others
- Excellent report writing skills
- Good understanding of local government governance, public accountability and political sensitivity.
- Advanced negotiation and influencing skills
- Ability to demonstrate professional integrity
- Strong financial understanding and acuity
- Resilient and tenacious

Education, Training and Qualifications	Original documents

At Grade 7

- Degree level qualification in a relevant subject.
- Commitment to continuing professional development including agreement to actively work towards the RICS Assessment of Professional Competence or another agreed professional qualification pathway

At Grade 8

- Degree level qualification in a relevant subject.
- Evidence of continuing professional development including actively progressing towards, or holds, an appropriate RICS or equivalent professional qualification.

At Grade 9

- Degree level qualification in a relevant subject.
- Chartered Membership of the Royal Institution of Chartered Surveyors or an equivalent recognised professional qualification

• Evidence of ongoing continuing professional development

Working Arrangements	Interview
• Ability to transport self around the North Lincolnshire geographical area in a timely manner. • Working pattern to be agreed with recruiting manager	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	**Application form (follow up at interview)**
All Grades • Experience of working within local government	
Knowledge, Skills and Experience	**Interview**
•	
Education, Training and Qualifications	**Original documents**
•	
Working Arrangements	**Interview**
•	

THE POST IS SUBJECT TO:	
A Disclosure and Barring Service Check	
Yes – at the level below: ☐	**No ✓**
• **Enhanced without Barred List ☐** • **Enhanced with Barred List: Adults ☐ Children ☐ Both ☐** • **Basic ☐**	
Political restriction	
Yes ☐	**No ✓**
The ability to speak fluent English under the Immigration Act 2016	
Yes ✓	**No ☐**

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