

## Job Description

<b>Job title</b>	<i>Land and Property Assistant</i>
<b>Service Area and Directorate</b>	<i>Legal Services</i>
<b>Reports to</b>	<i>Legal Team Manager</i>
<b>Direct reports</b>	<i>N/A</i>
<b>Grade</b>	<i>Grade 4</i>
<b>Salary range</b>	£24,405 - £25,657

### Job purpose

To provide valuable support to ensure that Bolsover District Council's land/property portfolio is robustly managed and be actively involved in the acquisition of properties and/or sites to meet service needs, and the disposal of surplus properties.

### Duties and responsibilities

To assist and support the Senior Valuer and Legal Services Officers in all aspects of property management activities, including valuation, Landlord and Tenant activities, acquisitions, and disposals, covering all of the Council's portfolio.

When required, to act as a point of contact to obtain instructions.

To undertake the following activities with guidance and as appropriate based on the qualifications and experience of the post holder:

- Actively support the effective management of the Council's property portfolio (including land, operational buildings, tenanted (investment) property, covering both commercial and residential assets
- Undertake and manage a range of day-to-day activities including but not limited to, Landlord and Tenant matters, property inspections, rent reviews and lease renewals etc
- Contribute to the Council's asset and insurance valuation programme as part of it's financial reporting requirements

- Assist with the disposal of surplus operational properties to deliver capital receipts for the Council and provide estates support on the delivery of key projects
- To assist with the maintenance of all relevant information systems to ensure that the data held within the Property Terrier System is accurate, up to date and maintained to support effective estates management and transformation activities.
- To assist in the creation, implementation and maintenance of systems to ensure data in respect of land and property held by the Council's subsidiary companies is accurately recorded and accessible.
- To carry out related tasks including information analysis and benchmarking, liaising with support staff, contributing to team planning and business development, and contributing to property-related projects as needed.

To undertake such other duties as required or as from time to time might be allocated by the Legal Services Team Manager and/or Senior Valuer.

Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### **Working conditions**

Not applicable

### **Physical requirements**

Not applicable

### **Corporate Duties and Responsibilities**

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.

- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 2018 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

To comply with the Employee Code of Conduct

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any job description provided to you by the Council will not form part of your contract of employment.

<b>Approved by:</b>	<i>Jim Fieldsend</i>
<b>Date approved:</b>	
<b>Reviewed:</b>	