

PERSON SPECIFICATION



Post Title: Land and Property Assistant	Section: Legal		
Directorate: Strategy & Development			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> • Basic theoretical and procedural knowledge of property management, landlord and tenant matters and principles affecting local government • Evidence of some experience of property management activity such as but not limited to:- <ul style="list-style-type: none"> • Wayleaves & easement • Preparation of plans for conveyancing purposes • Land ownership and boundary queries • Assisting in the measurement of land & buildings • Assisting with leasehold valuations • Licences for occupation of Council owned land • Land sales • Assisting with rating returns and viability valuations • Some knowledge is expected of law and practice affecting the District both directly and indirectly in one or more area. This would cover but is not limited to:- <ul style="list-style-type: none"> • local government law and practice • landlord and tenant legislation • planning legislation, • public sector housing legislation, • contract law & procurement rules. 	a & i	<ul style="list-style-type: none"> • Knowledge of forms of electronic Terrier systems & GIS data systems 	A & i
Qualifications			
		<ul style="list-style-type: none"> • A degree approved & accredited by RICS, or • RICS membership 	A & I & c

Experience			
<ul style="list-style-type: none"> • Experience of general estates management gained through appropriate training and / or work placements • Some experience of carrying out valuations of a variety of property assets • Proven practical experience in the use of Microsoft Office Suite, including Word, Excel, PowerPoint etc 	a & i a & i	<ul style="list-style-type: none"> • Experience of working with or for a Local Authority • Detailed knowledge of Property Management gained through a relevant degree course 	a & i a & i
Skills			
<ul style="list-style-type: none"> • The ability to demonstrate strong customer focus and a commitment to service improvements. • Excellent interpersonal, written and verbal communication for dealing with officers, members, general public and external people/ organisations. • Experience of delivering to tight timescales. • Effective time management skills. • A flexible approach to working hours in case of emergencies and business continuity. 	a & i a & i a & i a & i a & i		

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	
Date approved:	
Reviewed:	