

Job Description

Job title	<i>Corporate Property Officer</i>
Reports to	<i>Corporate Property Manager</i>
Direct reports	
Grade	7
Salary range	<i>£28,554 to £31,200 per annum</i>

Job purpose

To assist in the provision of an efficient asset management, design and building surveying service to the Council and external customers.

Duties and responsibilities

To assist the Corporate Property Manager in the provision of a building maintenance and facilities management service for council non-housing properties.

To liaise with contractors, clients and consultants in respect of building and development projects.

To assist in the work of small project management teams to deliver housing and non housing related projects.

To design, supervise and implement small building projects under the Council's Capital and Revenue Programme under the direction of the Corporate Property Manager.

To deputise for the Corporate Property Manager as and when required and to manage staff as appropriate.

To co-ordinate and lead where appropriate the implementation of various risk management plans including those relating to fire safety, legionella, asbestos and others relating to the safe use of buildings.

To assist in the implementation of the Council's asset management plan.

To assist in the Corporate Property Manager with the management of facilities staff within the remit of the service.

To undertake monitoring of the facilities and asset management programmes to provide financial control systems and accurate budgetary projections.

To ensure compliance with health and safety legislation as it relates to the construction industry.

To be available in the event of "out of hours" emergencies in relation to the duties.

To undertake such other duties, commensurate with the grade, as may be specified from time to time by the relevant line manager or the Property Services Management Team.

Working conditions

To work flexibly to meet the demands of the service including evening and weekend work and being available for out of hours emergencies

Physical requirements

Standing, walking, lifting, carrying and use of ladders

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 UK GDPR, Data Protection Act and Council policy and guidance)
- 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.

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 other duties commensurate with the grade as determined by management.

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

Approved by:	Katie Walters
Date approved:	8 July 2022
Reviewed:	