

ENVIRONMENT AND REGENERATION DEPARTMENT

LONDON BOROUGH OF MERTON

JOB DESCRIPTION

Post No: ES501 Post: Property Management and Review Manager

Grade: MGC Section : Property and Service Development

MAIN PURPOSES

1. To provide a comprehensive property service to the Council for its land and property holdings, including valuation and estate management, property design and maintenance, ensuring maintenance of high technical and professional standards.
2. To manage and lead the Property Management and Review section to ensure the achievement and maintenance of high technical and professional standards and to ensure the effective and efficient management and motivation of its staff.
3. As Cost Centre Manager, to prepare, monitor and manage the capital and revenue budgets for the activities of the Section and for the Section as a whole, ensuring that resources are managed in accordance with Departmental and Council-wide requirements and priorities.
4. To contribute to the management of the Division and Department, including Departmental and corporate priorities and initiatives.
5. To develop, implement and keep under review the Council's Asset Management Plan, supporting data systems and Asset Register/Values

MAJOR RESPONSIBILITIES

1. To ensure the effective and efficient provision of a comprehensive range of land and property services including the following:
 - Valuation of land and properties
 - Taking and granting of leases
 - Estate management
 - Purchase of land and property
 - Disposal of land and property
 - Taking and granting of wayleaves and easements

- Calculation of rents, service charges etc.
- Advice on land and property matters
- Management of the Property Design and Maintenance
Services currently provided in partnership with an external provider

and ensure that effective systems are in place for their co-ordination, monitoring and review.

2. To establish and maintain strategies for the above services in line with Council policies and budgetary constraints and to develop the services to reflect changes in operational needs, legislation and other relevant factors.
3. To be responsible for the achievement and maintenance of high professional standards within the Section, including an up-to-date knowledge of relevant legislation, standards, practice and technology.
4. To be the council's expert adviser on land and property matters.
5. To manage and motivate staff of the staff of the Section, co-ordinate work programmes and be responsible for the quality and standards of work from the Section.
6. To take part in the appointment of staff to the section ensuring that job descriptions and person profiles reflect the duties required; to ensure staff training and development in accordance with their needs and the Departmental Training Plan, making best use of the resources available.
7. To ensure effective monitoring of staff performance, including carrying out staff appraisals and monitoring sickness levels, and taking any necessary action with regard to staffing, in line with departmental and corporate procedures.
8. To plan and co-ordinate action to ensure that professional advice on technical issues, procedures and service provision is made available to the department, other Departments and the Council.
9. To manage tendering and contract procedures for the services as and when necessary and advise on the appointment of contractors, including specialists and consultants.
10. To comment on proposals from and provide information to Government agencies and professional bodies working within the service area.
11. To maintain and develop arrangements to ensure that emergency situations within the services are dealt with safely and effectively.

12. To maintain effective liaison with other Boroughs and bodies dealing with land and property matters; to maintain an awareness of equivalent activities in other local authorities so that the cost effectiveness of the Council's position is continually optimised.
13. To contribute to Departmental and corporate priorities and initiatives, including external funding initiatives, Local Agenda 21, taking a lead role as required.
14. To provide regular reports to the Head of Service regarding the performance of the Property Management Review Section and on key service issues; to contribute to the overall management of the Division and, when required, to deputise for the Head of Service.
15. To continually assess demands and priorities imposed on the Section and provide appropriate responses.
16. To ensure effective liaison with other Sections within the department and other Departments of the Council to ensure their service needs are fully taken into account.
17. To act as a Cost Centre Manager, including preparing overall and detailed budgets for cost centres within the group and monitoring and controlling their expenditure in accordance with Departmental and Corporate requirements, including recharging and invoicing. how much?
18. To prepare reports and recommendations for Council, Lead Members and present reports and offer advice to Members individually or in corporate groups.
19. To represent the Department as required at meetings both within the Council and with external bodies.
20. To initiate and maintain quality assured procedures for the discharge of the Land and Property function.
21. To decide upon and undertake legal proceedings under land and property legislation where necessary in consultation with the Head of Legal Services. To appear at Courts as required. To take necessary action in relation to contested cases and appeals to higher Courts.
22. To sign legal and statutory notices in relation to land and property functions.
23. To prepare evidence and represent the council as expert witness at Tribunals, enquiries and Court hearings related to land and property functions

24. To administer the Council's external contract for the provision of property design and maintenance services and continue to develop the partnership ethos of the arrangement.
25. To monitor progress and provide the Director of Corporate Resources with information on capital receipts and provide information on actual disposals achieved to enable council accounts to be monitored.
26. To carry out all duties and responsibilities in accordance with the Council's Equal Opportunities and Customer Care practices and take a proactive role in their development and implementation.
27. To make use of office technology as required and ensure the development and implementation of new systems as appropriate.
28. To ensure that all staff reporting to the postholder are aware of corporate and Departmental Health and Safety policies and procedures and are trained in their implementation where necessary. To ensure that Health & Safety risk assessments are carried out, monitor the implementation of Health and Safety procedures and raise any concerns or suggestions for revision with the Head of service.
29. To carry out any other duties appropriate to the grading of the post as required by Senior Management.

LONDON BOROUGH OF MERTON
ENVIRONMENT AND REGENERATION DEPARTMENT

PERSON PROFILE

**POST TITLE: Property Management
And Review Management
Manager**

POST NO: ES501

CANDIDATE'S NAME:

OFFICE SHORT LISTING/INTERVIEWING:

The Person Profile must be strictly related to the requirements of the post as determined by the current job description.

KNOWLEDGE, SKILLS AND APTITUDES

1. Ability to motivate, lead and manage staff, including recruitment, training and capability. (E)
2. Ability to prepare/develop appraisals and feasibility studies. (E)
3. Ability to plan, programme and deliver projects and programmes of work (E)
4. Ability to develop, implement and review strategies and action plans (E)
5. Ability to prepare, manage and deliver a Business Plan, including individual budget estimates and overall financial planning (E)
6. Ability to negotiate with clients, consultants and contractors and secure value for money for Council's services and services used by the Council (E)
7. Excellent ability to communicate with colleagues, Councillors, the public and external organisations, including ability to make formal and informal presentations and presenting complex data in written or oral format in easily understandable manner (E)
8. Ability to analyse complex issues and identify practical solutions (E)

9. An understanding of the different roles and needs of Councillors, clients, Consultants, Contractors and the Public in relation to the Section's work and an ability to respond to and respect the conflicting demands (E)
10. Up to date knowledge of professional practice and of legislation relating to the activities of the Section (E)
11. A clear understanding of, and commitment to, Customer Care and Equal Opportunities Issues (E)
12. An understanding of information technology in a business unit context (E)

EDUCATION/QUALIFICATIONS (INCLUDING TRAINING)

1. Membership of RICS or equivalent (E)

EXPERIENCE

1. At least 5 years post qualification experience in the field of Valuation/Estates Management/Property management
2. Experience of supervising and managing staff in respect of the following:
 1. Individual projects
 2. Individual programmes of work
 3. The work of a Section
 4. Training
 5. Capability
3. At least two years experience of budget management (E)

OTHER REQUIREMENTS

1. A commitment to Equal Opportunities and Customer Care and ability to comply with the Authority's Codes of Practice (E)
2. Prepare to work outside normal office hours as required in the interests of the service at reasonable notice (E)