

## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

**Estates Officer****Vacancy ID: 008377**

Salary: £22,658.00 - £36,379.00 Annually

Closing Date: 28/01/2018

**Benefits & Grade**

Grade M/P, depending on qualifications and experience

**Contract Details**

Permanent

**Contract Hours**

37 hours per week

**Job Description**

We have an opportunity for you to join a busy Estates and Property team, gaining hands-on involvement in a broad portfolio ranging from asset management and valuations to major economic development projects.

Benefiting from the variety and experience offered by a compact Unitary Authority, this post would be suitable for a range of ambitious people, from the fully qualified registered valuers to graduate trainees.

Experience of a busy Local Authority would be advantageous.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Guy Metcalfe, Head of Property Asset Management on 01325 406725.

An online application form and further information are available from [www.darlington.gov.uk/job-vacancies](http://www.darlington.gov.uk/job-vacancies). Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

## **DARLINGTON BOROUGH COUNCIL**

### **ECONOMIC GROWTH**

#### **JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Estates Officer</b>
<b><u>GRADE :</u></b>	<b>Grade M Grade P (Depending on qualifications and experience)</b>
<b><u>JOB EVALUATION NO.</u></b>	<b>B1800 – Grade M A605 – Grade P</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>The post holder reports to the Head of Property Asset Management on a day-to-day basis.</b>
<b><u>JOB PURPOSE :</u></b>	<b>To assist the Estates and Property Section in providing a comprehensive estates/asset management and valuation service and contribute to the Council's corporate and strategic working</b>
<b><u>POST NO.</u></b>	<b>D13942</b>
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	<b>Level 1, Expected Competencies for all employees</b>

#### **MAIN DUTIES/RESPONSIBILITIES**

1. To provide sound and timely professional advice and make recommendations on all aspects of estate management and valuation matters and contribute to the overall performance of the Estates and Property Section.
2. To undertake estate management, asset management and valuation work as required in compliance with the Council's corporate priorities and objectives, statutory and other timescales and professional code of conduct.
3. To assist with managing the Council's property portfolio to include new lettings, lease renewals, rent reviews, rating matters, tenants improvements, dilapidations, compensation and third party referrals.
4. To undertake Valuations of the Council's land and property portfolio in accordance with the RICS Valuation – Professional Standards "Red Book" and CIPFA/ IFRS requirements and procedures contributing to the updating of the Council's Asset Register.
5. To undertake acquisitions and disposals and participate in Development and property appraisals and contribute to relevant work programmes.
6. To produce reports on Estates and Property related matters and be prepared to present or assist in their presentations as directed and/ or required.

7. Represent the Council on appropriate external bodies, at relevant internal and external meetings as directed and/ or required.
8. The post holder shall contribute to the corporate management of the Council by assisting in:
  - (a) Developing and revising Policy;
  - (b) Meeting performance targets;
  - (c) Ensuring high standards of service delivery;
  - (d) Liaising with, consulting and undertaking joint working with other Council services.
9. Deputise for the Head of Property Asset Management where appropriate.
10. Contribute to the delivery of projects for the Council, which may extend beyond the boundaries of the Department.
11. To keep abreast of relevant legislation and changes thereto, such that they can be speedily and efficiently implemented.
12. Identify opportunities for improvements to the delivery of the Councils Estates and Property Management Services.
13. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
14. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
15. To carry out your duties with full regard to the Council's Equality agenda.
16. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/ accidents/ hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
17. Any other duties of a similar nature related to this post that may be required from time to time.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: July 2017

**DARLINGTON BOROUGH COUNCIL**  
**ECONOMIC GROWTH**  
**PERSON SPECIFICATION**  
**POST NO. D13942**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	Degree recognised by the RICS or an equivalent qualification in a relevant field for Grade P	<b>E</b>	
<b>2</b>	Member of the RICS for Grade P	<b>E</b>	
<b>3</b>	Associate of the RICS for Grade M	<b>E</b>	
<b>4</b>	Registered Valuer		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>5</b>	Working knowledge of Estate / Asset Management and Valuation matters	<b>E</b>	
<b>6</b>	Working knowledge and experience of undertaking disposals and acquisitions of land and property, preparing particulars and instructing solicitors	<b>E</b>	
<b>7</b>	Approx. 5 years of post-qualification experience for Grade P	<b>E</b>	
<b>8</b>	Experience of Asset Valuations or valuations undertaken in accordance with RICS and CIPFA/IFRS guidelines for Grade P	<b>E</b>	
<b>9</b>	Experience of Project Management and ability to lead a project team for Grade P	<b>E</b>	
<b>10</b>	Experience of providing advice and guidance on estate management, asset management and valuations	<b>E</b>	
<b>11</b>	Experience of developing policies and procedures in relation to Estates and Property matters for Grade P	<b>E</b>	
<b>12</b>	Approx. 1 years' experience of working at a senior level for Grade P	<b>E</b>	
<b>13</b>	Experience and understanding of Asset Management and of corporate/ portfolio property management		<b>D</b>
<b>14</b>	Knowledge of Compulsory Purchase Orders and Compensation procedures		<b>D</b>
<b>15</b>	Knowledge of Energy Performance Certificates and Display Energy Certificates		<b>D</b>
<b>16</b>	Knowledge of the Local Plan and Planning Application processes		<b>D</b>
<b>17</b>	Experience of Development projects and Development/Joint Venture Agreements		<b>D</b>
<b>18</b>	Experience and knowledge of Health and Safety legislation and statutory compliance		<b>D</b>
<b>19</b>	Understanding of private sector practise		<b>D</b>

	<b>Skills</b>		
<b>20</b>	Ability to carry out effective negotiations	<b>E</b>	
<b>21</b>	Ability to think strategically and to analyse property valuation issues, formulating reports and implementing plans for action for Grade P	<b>E</b>	
<b>22</b>	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations)	<b>E</b>	
<b>23</b>	Ability to work with minimal supervision, prepare reports and provide advice in a timely fashion	<b>E</b>	
<b>24</b>	Ability to work in and understanding of multi-disciplinary services for Grade P	<b>E</b>	
<b>25</b>	IT Literate, capable of using MS Word / Excel and office packages	<b>E</b>	
<b>26</b>	Ability to prioritise work, analyse problems and adapt an innovative approach to finding solutions	<b>E</b>	
<b>27</b>	Knowledge and Experience of using development appraisal software, Argus or equivalent		<b>D</b>
<b>28</b>	Ability to use Geographic Information System software		<b>D</b>
	<b>Personal Attributes</b>		
<b>29</b>	Ability to work on own initiative and work under pressure to meet targets and deadlines	<b>E</b>	
<b>30</b>	Capacity to deliver high level of technical expertise and be conversant with best practise	<b>E</b>	
<b>31</b>	Commitment to personal training and development	<b>E</b>	
<b>32</b>	Ability to be customer focused and a team player, recognising the importance of teamwork	<b>E</b>	
<b>33</b>	Access to reliable transport in order to carry out the travelling requirements of the post	<b>E</b>	

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

### **Part time applications**

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

### **Payment of Wages and Salaries**

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.