

**Job Description**

**Job Title: Estates Manager**

**Salary Grade: Grade 10**

**SCP: SCP 42-46 £44,632 to £48,581**

**Job Family: Regulatory & Technical**

**Job Profile: RT7**

**Directorate: Corporate Services**

**Work Based at Civic Centre, Sunderland but expected to work at various**

**Environment: sites within the City**

**Reports to: Senior Manager - Property**

**Number of**

**Reports: 2**

**Purpose:**

The purpose of the Estate Manager role is to provide professional and technical support to the Council’s estate functions under the corporate landlord operating model.

**Main Duties and Responsibilities:**

To work in conjunction with other Council directorates, service areas and teams, and other external organisations, to successfully deliver a range of estates management services in support of organisational aims and objectives.

The range of duties will include the following:

* Leading, motivating and developing the estates team.
* Assisting with the development and implementation of the councils Asset Management Plan.
* Undertaking property reviews and option appraisals to ensure that property assets are fit-for-purpose, used efficiently and fully utilized towards the delivery of the Councils aims and objectives.
* Providing a full professional estate management service for the Councils property including the management of, new lettings, lease-renewals, rent reviews, landlord and tenant, arrears management, service charge management and lease compliance.
* Managing relationships with landlords, tenants and other stakeholders.

* Providing expert valuation advice in relation to the Councils property assets including valuations for inclusion within the Councils financial statements in accordance with the RICS Valuation Standards and CIPFA Code of Practice.

Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.

Comply with the principles and requirements of the Freedom of Information Act 2000

Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.

Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.

Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.

Comply with policies in relation to the management of Council records and information and respect the privacy of personal information held by the Council.

The above list is typical of the duties and responsibilities of the post. The list is not exhaustive and other duties and responsibilities of similar type typically carried out by a Estates manager will be will be expected from time to time.

**Author:** Michael Whitaker, Senior Manager – Property

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