

Hertfordshire County Council Job Outline



JOB TITLE: Senior Rural Estates Officer
GRADE: M2
REPORTS TO: Principal Rural Estates officer
TEAM: Property, Rural Estates
DEPARTMENT: Resources

Purpose of the Job

To work within a multi-disciplinary team in a rural property asset management and development environment.

To undertake the day to day asset management functions of the tenanted rural property assets, (farms, land and buildings), ensuring all necessary actions regarding the operational running of the estate are made effectively, efficiently in accordance with HCC's policies and procedures.

Main Areas of Responsibility

Estate Management - In conjunction with the PREO deliver the day to day operational estate management in line with the Rural Estate Management Plan of all let farms, land and buildings included in the Rural Estate property portfolio or other HCC rural property, including statutory compliance, dealing with tenants, leaseholders, external surveyors, solicitors or professional advisors, contractors, statutory authorities etc and make recommendations regarding the grant of leases, contracts, tenancies and other associated transactions including written and verbal briefings to members and cabinet

Lead and coordinate the marketing and letting of rural property including engaging external consultants, managing national marketing campaigns, undertaking application evaluations, leading interviews and recommending prospective tenants. Ensuring that best practice, government policy and agreed standards and policies are reflected during the letting process.

Inspect property of all kinds and identify dis-repair, lease compliance obligations, improvements, prepare reports and make recommendations, carry out open market and RPI valuations, conduct rent reviews or instruct consultants to do so. Interpret legal documentation and agricultural/countryside law, resolve tenant conflict and using relevant estates knowledge and skills promoting the Rural Estate Management Plan at all times.

Work with internal colleagues to deliver the annual minor building projects, repairs and decorations programme across the estate.

Represent HCC at meetings both public and private, including frequent contact with tenants, consultants, contractors and the general public.

Strategic Management - Deliver the actions resulting from the development of the Rural Estates Management Plan and where required procure and manage various specialist valuations, estates and development consultant services, to feed into these actions and help ensure the Management Plan is kept up to date. Assist with matters associated with future development sites.

Disposals - Coordinate proposals and implement site works associated with the disposal of surplus property from the rural portfolio, or property amalgamation projects, including liaising with senior colleagues, tenants or consultants and instructing and overseeing outside contractors including managing allocated project budgets.

Project Management - Liaise with tenants and leaseholders and identify infrastructure investment or requirements. Instruct and work with internal project officers or external consultants to deliver projects through to completion.

Budget - Seeking best value through managing the let estate and increasing annual revenue for Rural Estates and making recommendations on expenditure as appropriate across the estate.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

Qualifications

- Hold a degree or equivalent in rural estate management and be a member of a professional organisation e.g. the Royal Institution of Chartered Surveyors with a minimum of 3 years' experience of rural surveying and estate management or have a minimum of 5 years' experience of working within rural property management.

Skills

- Political awareness in dealing with sensitive issues at the level of Executive Members as well as County Councillors and understanding the motives of particular interest groups.
- Project management and supervisory skills are vital to ensure effective management of external consultants, legal advisors and other property colleagues.
- Ability to work under own initiative guided by the line manager within the framework of the Job Description making recommendations for endorsement by the line manager on issues that may have political or reputational risks and to ensure that consistency of approach is being maintained.
- To share the ethos of the team and to pro-actively support colleagues in achieving key tasks and team objectives.
- Clear, decisive and persuasive communication skills both written and verbal demonstrating ability to adjust to the target audience.

Knowledge

- Good working knowledge and experience in the day to day management of a diverse rural property portfolio and letting of rural property.
- An ability to carry out rural property transactions, manage projects, liaise with tenants and contractors, commission other property professionals and be conversant with associated legal agreements.
- Knowledge and experience of agricultural and commercial property law and management as well as town planning is required.
- Good knowledge and understanding of multiple property types and their interaction with agricultural and other land uses.
- Experience and evidence of working with either internal or external clients, understanding their requirements and providing regular updates / reports in different formats.
- Good understanding of Health and Safety, training in Asbestos and CDM procedures.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want

all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).