

## Boundary & Title Coordinator (Estates Surveyor)

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**Department:** Infrastructure, Housing and Environment

**Division:** Property

**Reports to:** Property Strategy Asset Manager

**JE Reference:** IHE1059

**Grade:** 10

**JE Date:** 19/4/2021

### Job purpose

Ensuring the public estate has good title and clearly defined boundaries and that any claims for rights against the public are dealt with commercially and granted in a timely manner under the correct governance and protocols whilst maintaining the correct public records and documentation as required by the courts. Supporting the development of asset management plans and monitoring and resolving any potential or historic encroachments to protect Government interests.

### Job specific outcomes

Be responsible for filing and recording property title documents related to the Government estate portfolio, acting to protect the Government's ownership stake in the property that it owns, manages and uses by ensuring that documents related to boundaries, maintenance, rights and obligations are in order.

Manage the process of obtaining or releasing title documents as part of transactions involving buying and selling property, acting on behalf of the Government as a liaison with title insurance companies and legal advisers, to obtain a secure public real estate investment.

Carry out boundary surveys and provide impartial assessments in boundary disputed cases related to Government owned land by accurately planning the position of title boundaries and providing expert evidence if required

Work proactively with the Planning Team within the Regulation Directorate and monitor applications to identify possible encroachments in order to mitigate against issues that may impede the use of Government property and land, create liabilities or affect the resale value of public property in the future.

Work proactively with the Law Officers Departments to resolve possible encroachments seeking legal remedies where necessary.

Determine opportunities to grant rights on the public real estate that will deliver a commercial benefit and subsequent return to the public purse.

Support the Head of Property Strategy in identifying any boundary or title issues in any reconfiguration of the property estate to meet Government needs.

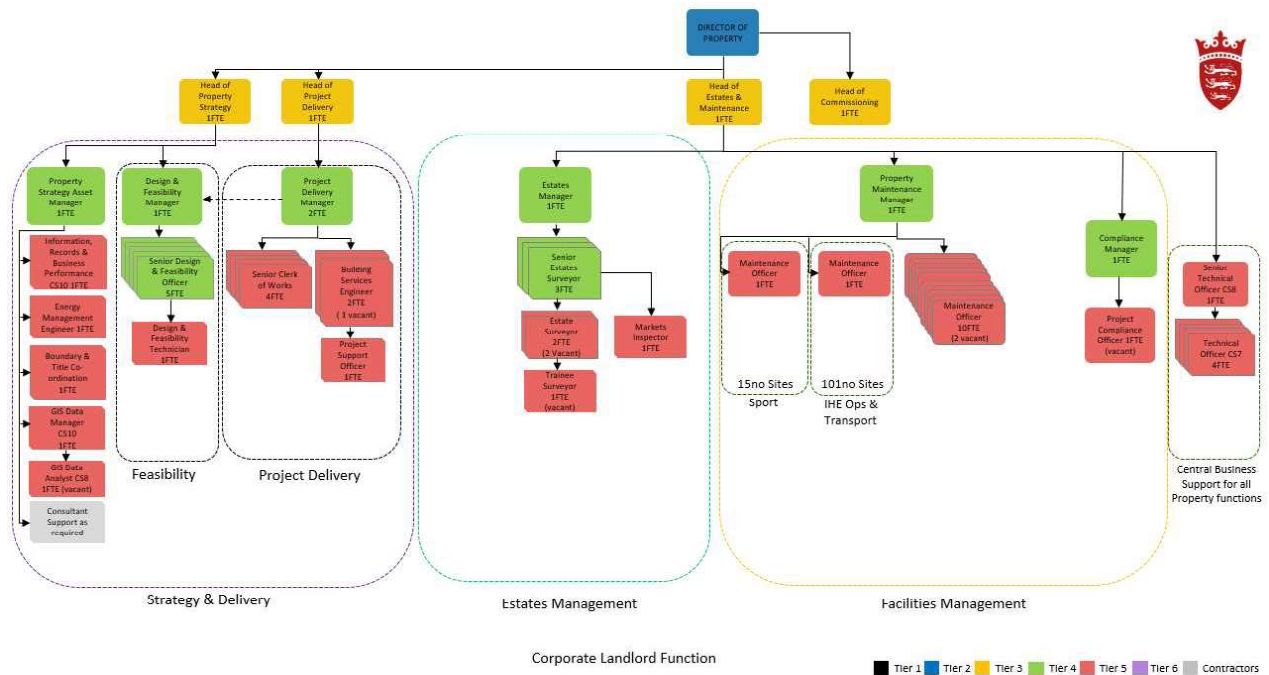
Support the Design and Feasibility Team in ensuring that project plans are achievable and will not be blighted by boundary or rights issues, contributing to the successful delivery of redevelopment and modernisation projects involving the existing Government estate portfolio.

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

### Organisational structure



Corporate Landlord Function

■ Tier 1 ■ Tier 2 ■ Tier 3 ■ Tier 4 ■ Tier 5 ■ Tier 6 ■ Contractors

## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Degree in a relevant specialism and post graduate qualification or equivalent in Surveying or another Property related specialism</p> <p>Chartered membership of a related professional body (e.g. RICS)</p>	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Specialist knowledge of estates management and property surveying.</p> <p>Knowledge of land surveying technology and methods</p> <p>Detailed knowledge of Jersey's property, housing, planning, building bye-laws, compulsory purchase law, Data Protection and Freedom of Information legislation.</p> <p>Ongoing Continuing Professional Development to remain up to date with the latest methodologies and industry research and best practice.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Government practices.</p> <p>The departmental priorities, key objectives, risks and issues relevant to the department division and the role.</p>
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package.</p> <p>Numerical skills and the ability to produce accurate management information</p> <p>Ability to analyse and interpret complex specialist data related to estates and asset management.</p> <p>User of Computer Aided Design software.</p> <p>Driving licence (Group B).</p>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability</i></p>	<p>Good planning and organising skills.</p> <p>Problem solving, negotiation and influencing skills</p> <p>Confident decision-maker</p>	

<p><i>to delegate, motivation or commitment etc.</i></p>	<p>Ability to develop innovative approaches to service delivery</p> <p>Strong relationship building skills</p> <p>Ability to present effectively, both verbally and in writing</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>A minimum of 5 years' experience in land surveying and conveyancing.</p> <p>A proven track record of achieving objectives on time.</p> <p>Experience of best practice within the area/s overseen as part of the remit of the role to make recommendations for optimisation and improvements.</p>	

### Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities, attributes and behaviour indicators.

### Organisational structure

