

Estates Manager

Department: Infrastructure, Housing and Environment

Division: Property

Reports to: Head of Estates and Property Maintenance

JE Reference: IHE1063

Grade: 13

JE Date: 10/6/2021

Job purpose

Managing the Government of Jersey Estate Management function in the provision of property portfolio management services involving third-party occupancies and acquisition, disposal and re-letting, in order to ensure that property assets and investment is administered in a cost effective and efficient manner for the benefit of Government Property users and the general public.

Job specific outcomes

Manage the strategic administration of the Government of Jersey estate, coordinating property asset management planning, demand analysis and managing the property lifecycle, including acquisition, occupancy administration, re-letting, and organising asset decommissioning to maintain and increase the value of the public estate and allow property users to undertake their functional roles in an appropriate environment that is fit for purpose.

Coordinate surveys and valuations of the Government property portfolio, ensuring that the estate is correctly valued for insurance purposes and that information is coordinated with the Property Strategy function and the Central Corporate risk function. Prioritise strategies for re-purposing poorly / little used outlets and empty properties to maximise the value of the Public Estate and contribute to mitigating the spatial issues and constrains specific to the island jurisdiction.

Track regulatory and statutory compliance and liaise with the Property Maintenance Team to ensure that the Government meets its Landlord obligations to tenants.

Coordinate ministerial briefing and ensure that the protocols and governance for ministerial decisions and property transactions are completed.

Coordinate negotiations with contractors, developers, Parish officials and third-party property owners to facilitate the acquisition and/or disposal of public buildings/land and support the regeneration of the Government owned property portfolio, to suit the evolving needs of the island community.

Be responsible for regular resilience analysis to ensure that property management decisions and investments are sustainable and future-proof in relation to interactions with the natural environment and can withstand changes and pressures within the economic market, thus ensuring long term sustainability and profitability.

Lead on the development and implementation of a corporate-wide standard approach for setting up and managing Service Level Agreements that clearly define the responsibilities between the Landlord and its tenants (i.e. building or land user), liaising with the Property Maintenance Team for the handover of maintenance responsibilities and obligation and transfer of related budget allocation

for the optimal management and operation of the landlord – customer relationship across the Government property portfolio.

Be responsible for coordinating the active monitoring of Government tenants ensuring that lease agreement terms are fully adhered to at all times.

Work with the Head of Service to set the framework for generating rental income from properties within the Public Estate that are let on commercial terms to increase the Government of Jersey revenue.

Provide specialist professional advice related to the management of the Government property portfolio in relation to occupancy, acquisitions, disposal and re-letting to politicians and the Senior Management Team to support the development and delivery of Government strategic aims.

Oversee the best utilisation of resources, leading a team of Estates Surveyors to ensure the efficient delivery of estate management services that offer best value. Ensure that the Estate Team are up to date with continuous professional development demanded by their professional bodies and that the team is correctly resourced.

Monitor the revenue and expenditure budget within the defined financial limits and where appropriate maximise the income whilst at the same time ensuring business objectives are met in order to contribute to the delivery of the directorate's vision.

Statutory responsibilities

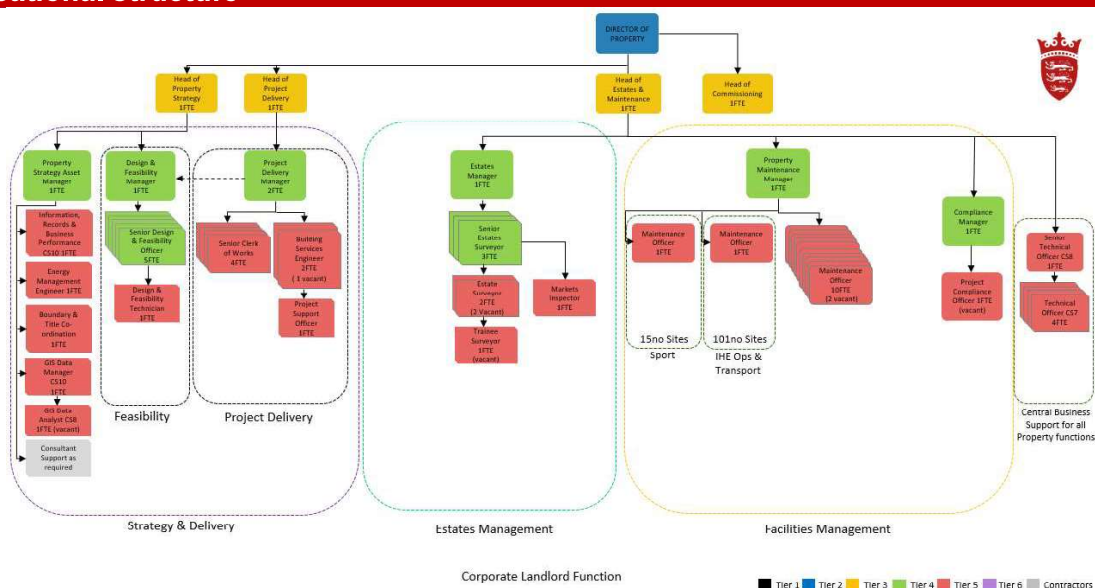
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

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.

Services

- Estates Management

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <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>Level 7 management qualification or equivalent.</p> <p>Certified or chartered membership of a related professional body (e.g. RICS)</p>	
<p>Knowledge <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>Significant specialist knowledge of estates management and property surveying.</p> <p>Detailed knowledge of local, UK and EU legislation, directives, regulations and international agreements with a comprehensive understanding of how they impact local legislation, policy frameworks and practices.</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 managing a budget and business planning processes.</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>Management reporting as it relates to this role.</p> <p>The departmental priorities, key objectives, risks and issues relevant to the department division and the role.</p>
<p>Technical / Work-based Skills <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>Ability to analyse and interpret complex specialist data related to estates and asset management.</p> <p>Driving licence (Group B).</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills,</i></p>	<p>Strong relationship building skills.</p> <p>Good planning and organising skills.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p>	

<p><i>ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation to a variety of audiences.</p> <p>Ability to communicate confidently and effectively in media interviews when required. Ability to communicate effectively to stakeholders, including tenants and Senior Management and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	
<p>Experience <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>Extensive experience in estates surveying and property management.</p> <p>Proven management experience obtained by a combination of professional experience and more formal management training.</p> <p>Experience in delivery against large budgets.</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 change.</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

