

## Property Manager

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**Department:** Infrastructure, Housing and Environment

**Division:** Property and Capital Projects

**Reports to:** Estates Manager / Senior Estates Surveyor

**JE Ref:** IHE1065.1

**Grade:** CS10

**JE Date:** 17/01/2023

### Job purpose

Assisting the Senior Estates Surveyor with the overall management of the Estates Management workload and delivering estates management services for the effective coordination of Government property involving acquisitions, disposals, occupation, lettings and leasing of both land and property to maximise the operational and financial return from property as a corporate asset and achieve improved cost effectiveness and efficiency of public property.

### Job specific outcomes

Research and provide independent professional advice and guidance on strategic and technical aspects of acquisition, disposal, leasing, letting, licensing and rent reviews involving the Government property portfolio, including approval of rental payments.

Take primary responsibility for managing designated areas of property and liaise with the respective departments to effectively manage and provide advice on all aspects of estates management, providing advice on how to maximise the operational and financial return from property.

Review corporate property usage and advise Government departments on good estate management practice in order to identify opportunities to generate revenue and cost reduction and optimise the use of and demand for property as a limited resource.

Engage external consultants where appropriate to arrange the marketing of property interests for sale, disposal and letting ensuring best value standards are met and property operational effectiveness is achieved.

Negotiate on behalf of Government departments for the acquisition, disposal, leasing, letting and rent reviews of property and undertake building surveys of all types of commercial, residential and miscellaneous property as required for optimal property management outcomes.

Provide advice on all aspects of property ownership and management to include sale of rights, encroachments, providing third party and landlord consents.

Undertake inspections to ensure Government property complies with the relevant Health and Safety legislation, building bye-law regulations, planning conditions and other statutory requirement and that all occupiers and lessees' are not in breach of their occupation liabilities, ensuring the right and responsibilities of the Landlord and tenants are met.

Use, maintain and update Government property databases, inputting lease and rental details and managing the collection of property related information from Government departments.

Research and monitor the local property market including the maintenance of a market information system ensuring that the relevant and most up-to-date information is used to inform property management decisions.

Review departmental policies and procedures and develop standardised templates.

On behalf of Government, undertake the declaration, assessment and negotiation related to Parochial rate assessments and assist in any appeal, minimising the financial burden to the public in respect to these rates.

Advise and monitor Government departments regarding good estate management practice in relation to the establishment, development and monitoring of the Government property portfolio ensuring a consistent corporate approach to policy and procedures.

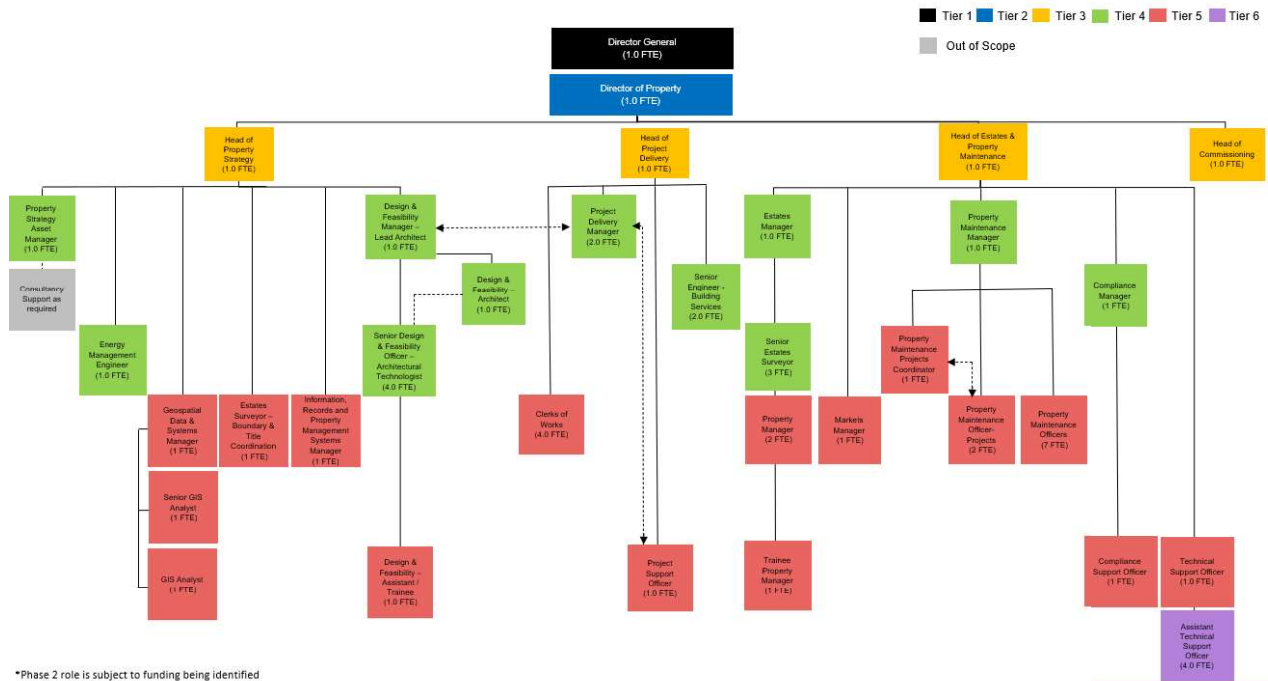
Assist in the provision of on-the-job training for assistants enabling them to reach the standards of professional competence required to become chartered professionals.

#### **Statutory responsibilities**

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

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## Organisational structure



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>Degree in a relevant specialism and post graduate qualification or equivalent in Surveying or another Property related specialism Or Extensive experience in managing property</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 property management and property surveying.</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 to delegate, motivation or commitment etc.</i></p>	<p>Good planning and organising skills.</p> <p>Problem solving, negotiation and influencing skills</p> <p>Confident decision-maker</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 property management or 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.

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