

## Trainee Property Manager

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**Department:** Infrastructure, Housing and Environment

**Division:** Property and Capital Projects

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

**JE Ref:** IHE1121.1

**Grade:** CS08

**JE Date:** 30/01/2023

### Job purpose

Shadowing and assisting the Estates Surveying team with the overall management of the Estates Management workload and develop technical expertise in the delivery of 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 Government owned property.

### Job specific outcomes

Assist Property Managers in the management of their allocated property portfolios dealing with a variety of property issues including licenses, rent reviews and lease renewals of land and buildings and assisting with valuations, acquisitions and disposals of property.

After an initial period of training, independently carry out research and provide technical advice and guidance on all aspects of property acquisition, disposal, leasing, letting, licensing and rent reviews involving the Government property portfolio.

Support Senior Estates Surveyors and Property Managers in reviewing corporate property usage, collating reports and analysing data to inform recommendations on good estate management practice to Government departments, in order to optimise the use of and demand for property assets within the public portfolio.

Shadow senior colleagues in working with external contractors related to marketing of property interests for sale, disposal and letting ensuring best value standards are met and property operational effectiveness is achieved.

Provide technical support in the undertaking of building surveys of all types of commercial, residential and miscellaneous property as required for optimal property management outcomes.

Assist the Estates Management team in the provision of advice on all aspects of property ownership and management to include sale of rights, encroachments, providing third party and landlord consents.

Participate in the undertaking of 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.

Support Property Managers in the maintenance of Government property databases, inputting lease and rental details and collating property related information from Government departments.

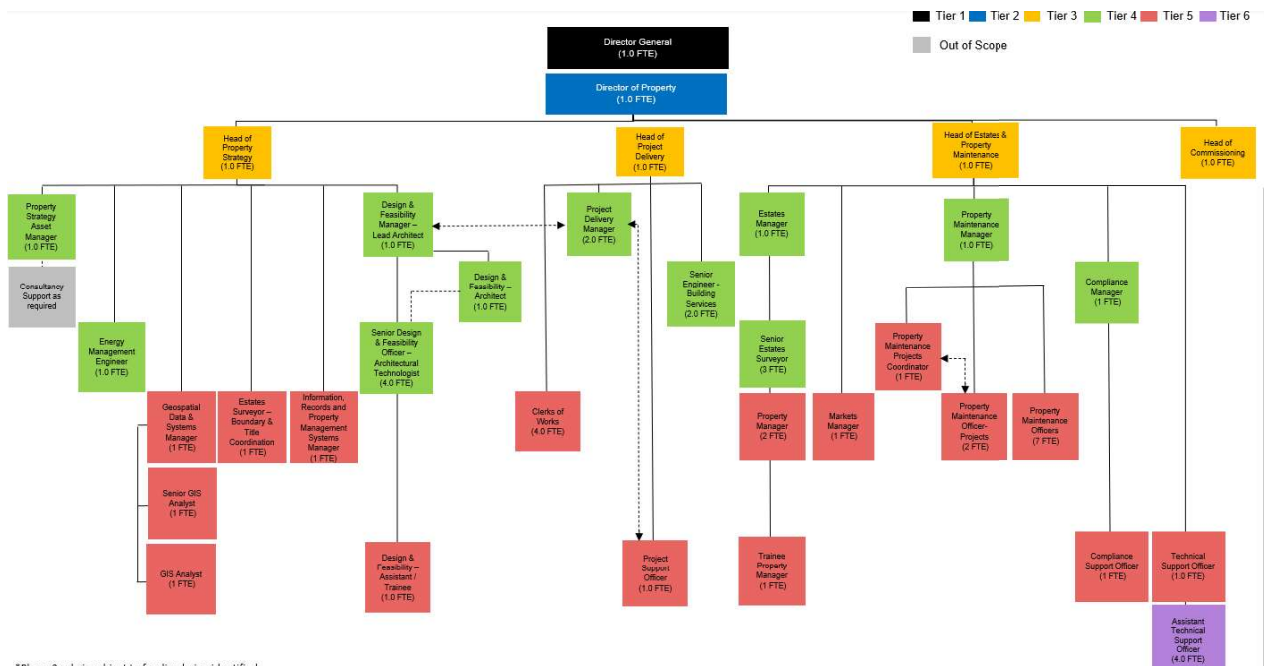
Monitor the local property market and support the Property Managers in the maintenance of a market information system ensuring that the relevant and most up-to-date information is used to inform property management decisions.

Contribute to the declaration, assessment and negotiation of Parochial rate assessments and assist in any appeal, minimising the financial burden to the public in respect to these rates.

### Statutory responsibilities

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

### Organisational structure



\* Roles' title is subject to funding being identified

## 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>A RICS accredited surveying degree at graduate level</p> <p>OR</p> <p>A RICS approved HND, HNC, NVQ Level 3 diploma, BTEC or foundation degree with two or more years of property related work experience such as in estate agency or a surveying/valuation related discipline</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>Knowledge of estates management and property surveying.</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 Jersey's property, housing, planning, building bye-laws, compulsory purchase law, Data Protection and Freedom of Information legislation.</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>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><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>Experience of best practice within the specific area of expertise</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 5 core accountabilities, attributes and behaviour indicators.

## Organisational structure

### One Government Departments

