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**Job Description**

**Job Title**: Property & Estates Manager – Team Leader

**Department:** Development and Planning

**Reports to:** Principal Property Manager

**Direct Reports:** 2 Property Managers and 1 Property Support Officer

**Location:** Activity based onsite

**Main purpose of the job**

* To effectively lead and manage a team of property professionals within the wider Property Team to achieve the Property Plan and individual, team and corporate objectives.
* To efficiently manage the Property Portfolio of the Authority.
* To provide property and land advice across the Authority and to manage risks and help maintain the operational land portfolio

**Responsibilities**

**Specific**

* To work alongside the Principal Property Manager to identify key areas of focus and to set direction for the team
* To acquire land and property interests to support operational programmes
* To ensure the Authority’s statutory responsibilities relating to the Authority’s surface property, excluding shafts and tips, are properly managed, and when in line with the strategy, to dispose of non-operational land securing best terms reasonably available
* To ensure the proper and efficient management of issues and contracts relating to property and historic liabilities, including valuations, covenants, clawbacks, external consultants, litigation
* To promote the team’s services within the Authority, support other key departments and have a commercial outlook in a client side role
* To review and develop internal processes and upskill the team to support the needs of other teams within the Authority, including identifying opportunities for delivering new or enhanced services alongside the Principal Property Manager
* To provide day-today line management for property professionals within the team, supporting their training, mentoring, and development while fostering a culture of continuous improvement

**General**

* Act in line with the behaviours and values of the organisation
* Manage your own performance to be accountable for meeting individual, team and corporate objectives
* Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* Actively demonstrate the Mining Remediation Authority’s customer service standards expected of your role
* Follow and contribute to the improvement of operational and team processes and procedures
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records
* Identify opportunities and implement change leading to team development, system improvement and ensuring good value for money
* Maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives
* Support research and development projects
* Ensure that the Authority’s statutory responsibilities are effectively discharged
* Carry out any further reasonable requests from your line manager

**Competencies Level**

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| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports The Coal Authority’s business priorities | **4** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **4** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **4** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **4** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Coal Authority, to achieve results | **4** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **4** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **4** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **4** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **4** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes  **Person specification**   |  |  |  | | --- | --- | --- | | **Job Title:** Property & Estates Manager – Team Leader  **Department:** Development and Planning | | | |  | **Essential** | **Desirable** | | **Qualifications and Training** | * Degree or equivalent together with (or working towards) corporate membership of a relevant professional body (MRICS) |  | | **Experience and Knowledge** | * Extensive experience in Property Management /Land Acquisition and Disposal in a commercial, central government or local authority environment | * Experience of using GIS / mapping programmes * Experience in contract management * Experience in property development/ land management * Experience in renewable technology/development * Budgetary management | | **Skills and Abilities** | * Excellent negotiation skills * Excellent report writing skills * Excellent communication skills * Ability to prioritise a high volume, detailed workload * Good interpersonal and managerial skills   Skilled leadership and team player | * Leadership/manager training * Commercial business acumen skills | | **4** |