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**Job Description**

**Job Title**: Principal Property Manager – Metal Mines

**Department:** Development and Planning

**Reports to:** Principal Property Manager

**Direct Reports:**  2 Property Managers

**Location:** Activity based onsite

**Main purpose of the job**

* To lead on all property aspects of the Metal Mines Programme, supporting the Mining Remediation Authority’s strategic goal to significantly reduce water pollution caused by historic metal mining.
* To secure land rights and manage the Authority’s property interests across a growing programme of mine water treatment schemes and diffuse interventions in both England and Wales.
* To provide expert leadership and oversight within the metal mines Property Team and wider functional support areas, working collaboratively to support the scale-up of programme delivery under the Environment Act targets.

**Responsibilities**

**Specific**

* Set strategic direction for the Authority’s land acquisition and estate management activities within the Metal Mines Programme.
* Lead on identifying and securing appropriate land interests (options, leases, easements, licences, acquisitions) to deliver current and future mine water treatment schemes and diffuse pollution interventions.
* Represent the Authority in negotiations with landowners, local authorities, community groups, and other stakeholders to secure favourable terms and timely access.
* Provide technical input into project feasibility and delivery, including property risk assessments, valuations, contract terms, planning implications, and due diligence requirements.
* Collaborate closely with internal project, legal, and procurement teams to ensure seamless integration of property activities into programme timelines and governance.
* Support commercial and budgetary planning for property components of metal mine projects, including cost recovery arrangements and delivery to agreed milestones.
* Line manage and develop members of the metal mines property team where relevant and contribute to wider team development and mentoring.
* Promote innovation in land acquisition and estate management approaches to improve delivery pace and value for money.

**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 | **5** |
| **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 | **5** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **5** |
| **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 | **5** |
| **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 | **5** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **5** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **5** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes  **Person specification**   |  |  |  | | --- | --- | --- | | **Job Title:** Principal Property Manager – Metal Mines  **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 in a Minerals/Mining Industry or Construction field * 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** |