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**Job Description**

**Job Title**: Property & Estates Manager

**Department:** Development and Planning

**Reports to:** Principal Property Manager

**Direct Reports:** None

**Location:** Activity based onsite

**Main purpose of the job**

* To acquire, manage and where appropriate dispose of property for the Authority.
* To maintain a land base appropriate to enable the forward programme of minewater schemes to be built and operated and deliver existing operational requirements.
* To provide property and land advice across the Authority, manage risks and help maintain the operational land portfolio.

**Responsibilities**

**Specific**

* 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 lease renewals, valuations, covenants, clawbacks, external consultants, litigation;
* To contribute to the delivery of the teams objectives through reviewing sites and providing timely advice to the Principal/Team Leader;
* To undertake day to day property management

**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 | **3** |
| **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 | **3** |
| **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**

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| **Job Title:** Property & Estates Manager  **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)
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| **Experience and Knowledge** | * Experience in land negotiation and management
* Experience in general property management matters
 | * Experience of using GIS / mapping programmes
* Experience in contract management
* Experience in property development/ land management

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| **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 | * Ability to work effectively in cross-functional multi-disciplinary teams
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  | **4** |