

**Job Description**

**Estates Technician**

**Level 6**

Full time 36.25 hours

**Responsible To: Responsible For:**

Estates and Assets Manager

**About the job:**

In this role you will assist Estates and Assets manager and Estates Team Estates Manager in the effective management of the councils’ estates and assets

**Role:**

Lead in managing licences, garden tenancies, and low-value leases.

Assist in preparing and processing documentation related to leases, valuations, disposals and acquisitions.

Conduct land and property inspections to ensure compliance with agreements and identify any issues.

Maintain accurate records of the council’s property portfolio utilising the Asset Management system, including leases, licences, and tenancies.

Prepare land registry compliant title plans.

Liaise with tenants, licensees, and other stakeholders to address queries and provide support.

Assist in resolving minor disputes or issues relating to land use, tenancies, or licences.

Prepare reports, correspondence, and presentations for the Estates Team and senior management.

Support the team in handling administrative and operational tasks associated with estates management.

Ensure compliance with council policies, statutory requirements, and industry best practices.

Collaborate with internal departments and external stakeholders to ensure seamless service delivery.

Conduct viewings of vacant buildings with potential tenants.

Manage the shared team mailboxes and add cases to the caseload management system for allocation by the Estates and Assets Manager.

Assist with updating the debt management spreadsheet.

To be flexible and carry out other reasonable responsibilities and duties, which fall within the broad scope of this post.

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| **Responsibilities:****Team:*** You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:*** You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:*** You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.
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| **What the successful candidate will have:**

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| **Qualifications*** Relevant experience in related area.
* . Valid drivers licence and vehicle
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| **Experience** * Previous experience in property or estates management, or a related field.
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| **Knowledge, Skills & Abilities*** Knowledge of estates management processes.
* Strong organisational and administrative skills with attention to detail.
* Excellent communication and presentation skills both verbal and written.
* Excellent IT skills including Microsoft Word and Excel.
* Ability to work across teams in a positive and constructive manner to achieve results.
* Excellent planning and organisation skills.

**You will play a key part in our organisational culture:****A LEARNING FORWARD THINKING ORGANISATION** – Plans and prioritises effectively deciding what to do and what not to do, if unsure ask**RESPECT AND INTEGRITY** – Is visible, approachable, open and honest with colleagues.**PRIDE** – Creates an upbeat, positive culture among colleagues.**TWO COUNCILS, ONE SHARED SERVICE** – Builds effective relationships outside their immediate team, with win-win relationships for all |

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