

JOB SUMMARY

Post Title	Property Management and Valuation Manager						
Job Family	<i>Business Support</i>	Pay Range	14	Line Manager to others?	Yes	Role profile ref	BS14
Service Area	Property Services, Corporate Services Directorate						
Line Manager	Strategic Head of Property Services & Asset Management						
Location	<u>County Hall/Agile</u>						

Job Purpose

To assist the Strategic Head of Property Services & Asset Management with providing a professional, proficient and cost-effective property management, valuation and property records function for the Isle of Wight Council and to help ensure that the best use is made of the Council's land and property holdings. All work to be in accordance with professional standards and the Council's standards, policies and priorities

Job Context (key outputs of team/role to provide some specific examples of role profile accountabilities)

- Provide dynamic and effective leadership, performance and budget management of the estates management team and functions to ensure the achievement of agreed performance targets and value for money for the Council.
- Lead on the valuation of council property to give professional advice when acquiring, selling, renting or leasing properties to maximise income or social value (and for any other required purpose).
- Work closely with Finance colleagues to ensure specialist valuations are appropriately procured for asset valuation purposes in accordance with IFRS guidelines.
- Lead on professional landlord and tenant matters. This will include overseeing invoicing, undertaking rent reviews, lease renewals, new lettings, covenant issues, assignments, service charges and general tenant requests.
- Ensure all required records and information are maintained correctly. Use technical knowledge and expertise to analyse information, identify areas of potential concern and recommend options/solutions. Ensure compliance with mandatory and professional requirements. Support and demonstrate the effective stewardship of the Council's estate and the discharging of organisational and statutory responsibilities.
- Promote strong working relationships and collaborative working practices with property developers, partners and stakeholders to increase housing and commercial/economic opportunities and investment on the Island.
- Maintain up-to-date knowledge of property laws, regulations, and market conditions.
- Work closely with property leads from other public bodies and partner organisations as required to best represent the Council.
- Develop Team members and assist colleagues with delivering organisational goals.
- Personally deliver targeted high profile and/or novel or contentious departmental outputs and advice.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Significant and substantial relevant experience of working in the service area/profession with evidence of appropriate detailed and specialist knowledge of relevant systems, policies, regulations, professional guidelines and legislation.	<i>Able to provide evidence of delivering large scale property valuations and the benefits this has delivered.</i>	E	
	<i>Ability to analyse market trends, economic indicators and comparable property data.</i>	E	

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	<p><i>Experience of decision making and ensuring decisions are recorded in line with the agreed governance requirements.</i></p> <p><i>Experience of delivering innovative solutions bringing forward sites for development</i></p> <p><i>Present at Council committees and represent the Council in court proceedings.</i></p>	<p>E</p> <p>E</p> <p>E</p>	
Expert applied knowledge of the service area, the authority and the interrelationships with other services and external agencies / partners including influencing factors.	<p><i>Able to demonstrate significant technical knowledge and the methodology of valuing property and sites to support colleagues in planning and estates management to deliver on council priorities.</i></p> <p><i>Undertake negotiations on behalf of IWC. Vary/remove covenants on former council land, maximising the resulting value due to the council and enabling regeneration opportunities to be delivered. Knowledge of section 106 negotiations.</i></p> <p><i>Act upon and interpret planning regulations recognising the impact on the environment</i></p>	<p>E</p> <p>E</p> <p>E</p>	
Excellent understanding of emerging developments within the scope of the specialist area.	<p><i>Ability to collaborate and build relationships with other real estate professionals - agents, planners, lawyers, project managers - to understand the forces in the market.</i></p> <p><i>Liaise with partners and stakeholders, both private and public sector, to work collaboratively to progress regeneration opportunities.</i></p> <p><i>Develop business cases by commissioning, research and evaluating complex data/information/feedback.</i></p> <p><i>Identify and interpret organisational issues, trends and problems which may have a strategic impact both within IWC and for partner organisations. Inform and support strategic decision making.</i></p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	
Substantial experience of defining and developing systems, policies, procedures and/or practices and contributing to strategy development.	<p><i>Ensure there is an appropriate policy and procedural framework in place that is up to date, to guide the work of the function and which meets professional and council standards of required practice.</i></p> <p><i>Develop policies as regulations change to ensure that the council remain compliant.</i></p>	<p>E</p> <p>E</p>	
Experience of managing projects, which impact the area of specialism, IWC and wider partner relationships with a demonstrative understanding of	<p><i>Experience of managing projects, delivering on the agreed outcomes, to budget and in deadline within a multi stakeholder</i></p>	<p>E</p>	

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project management methodologies and systems.			
Excellent interpersonal, persuasion and negotiating skills, in order to motivate people and partnerships and influence outcomes critical to the organisation.	<p><i>Experience of working with developers, intermediaries and community groups, demonstrating skill in negotiation, tact and diplomacy to work with many different views and opinions.</i></p> <p><i>Ability to make decisions in a pressurised environment taking account of the information available, risks and the competing priorities.</i></p> <p><i>Ability to evaluate information received during procurement exercises or a part of the 'best consideration' in property transactions.</i></p>	E E E	
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.	<p><i>Experience of using a range of software packages to present information in its simplest form to partners, stakeholders and members.</i></p> <p><i>Familiarity with property valuation software and tools.</i></p>	E E	
Excellent planning and organisational skills to manage a range of complex activities to achieve agreed targets and objectives.	<p><i>Experience of managing complex projects in complex multiple stakeholder environments</i></p> <p><i>Ensure that all stakeholders are fully engaged and informed as necessary in the delivery of key activities and projects to enable desired outcomes to be achieved as efficiently and as effectively as possible</i></p>	E E	
Extensive experience of managing change effectively in a variety of functional and business environments.	<i>Able to manage change and respond to non-routine situations</i>	E	
Excellent leadership skills to inspire motivate and develop team members to high levels of performance.	<i>To be a role model championing the council's core values and behaviours to achieve high levels of performance.</i>	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to degree level or equivalent standard.		E	
Relevant professional qualification.	<i>RICS full membership</i>	E	
RICS Registered Valuer Status			D
Professional registration may be required.	<i>Prince2 or equivalent</i>		D
Evidence of fluency in English language.		E	
Other Requirements			
<i>Possession of relevant certifications and licenses required for property valuation</i>			
<i>Commitment to continuous professional development and staying updated with industry advancements</i>			
Organisation Structure (optional)			

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