



# South Somerset District Council

## Role Description

**Role Title:** Property and Development Project Specialist

**Location:** Yeovil / Agile

**Job Family:** Specialist

**Grade:** 6

### Main purpose

Management and development of the Council's property portfolio to improve income generation and rate of return, secure revenue savings, and meet a range of operational, investment and regeneration objectives in line with the Commercial Strategy.

To ensure that the maintenance and operation of the Council's property assets is managed strategically to maximise its performance and ensure value for money.

### Key tasks

- To assist the Commercial Property, Land and Development Manager in managing the Council's property business in line with the Commercial and Property Strategies, to secure growth, maximise income and improve financial performance of the property portfolio and meet the Council's regeneration ambitions
- To provide a professional investment and asset management service and to liaise with officers of the Council, elected members and the public as required
- To be a core part of the in-house Commercial Property, Land and Development Team in delivering a commercially focussed, professional, responsive, competent, timely and cost effective service to the Council and its customers
- To provide appropriate professional advice and attend meetings of the Council's various committees as required
- To monitor and review relevant current legislation and to keep abreast of changes, and advise accordingly
- To work with and on behalf of key partners and external consultants
- To represent the Council at a professional level on matters relating to land and property
- To develop and maintain knowledge of land and property market opportunities and develop strong working relationships within and outside the Council in all related fields



## **Investment and development specific tasks:**

- To help the team to develop the Council's role as a property investor, and property owner in commercial, housing and other income generating / regenerative projects
- To work within and deliver the governance, monitoring and reporting for investment and property decision making, and achieve agreed progress of delivery
- To measure and report investment and operational portfolio performance and development outcomes in line with the Commercial Property Strategy and Action Plan
- To assist in developing business cases, development proposals, feasibility studies and project plans for the use of council sites or sites for acquisition
- To work with the property team to identify and promote major development opportunities through the planning process
- To enable the development of Council owned land for housing and employment generation
- To act as Project Manager where required
- To assist the team in providing valuation advice to support major applications and development plan proposals, and negotiate associated financial contributions

## **Acquisitions and disposals**

- To assist in developing a programme of appropriate acquisitions and disposals in line with the commercial strategy and underlying land and property strategy
- To assist in negotiations for land acquisition
- To assist in disposal negotiations
- To assist in procuring and managing specialist advice on CPO

## **Property Management and Professional advice**

- To assist in research to prepare and negotiate valuations and valuation advice as required, including regular asset valuations for internal purposes
- To assist in the appropriate management of commercial property and leased property where required
- To review the Council's property holdings through the Commercial Strategy and recommend efficiency and/or suitability improvements to support service delivery
- To monitor and ensure compliance with covenants and obligations, and challenge where these may be removed



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- To assist senior team members in preparing for tribunals, court hearings and public inquiries as necessary, including preparing the provision of expert advice
- To maintain suitable and accurate property records, including key performance indicators, in line with the commercial Land and Property Strategy
- Assist the Property, Land and Development Manager in taking responsibility for the maintenance and operation of the Council's estate, including Value for Money planned maintenance programmes, condition surveys, energy management, energy efficiency and renewable energy and facilities management

## **Team and financial Management**

- To assist in managing budgets and financial resources
- To work with the Property Land and Development Manager to develop the team's business plan, work planning and prioritisation, setting and monitoring targets and objectives in consultation with the Director for Commercial Services and Income Generation
- To motivate and communicate positively with staff, consultants and contractors, and to assist the team to negotiate and oversee the management of contracts
- To input to other Council strategies, policies and ambitions as necessary
- In addition, all staff are required to:
  - Carry out duties in a safe and proper manner both for themselves and for the wellbeing of others
  - Provide a good level of customer care both within the Council and for the public/ external bodies
  - To carry out duties in accordance with the Council's Diversity/ Equality policy
  - To assist in such other duties as may be allocated for the benefit of the organisation and their own personal development
  - In pursuing a practice of continuous improvement and in seeking to ensure best value in all aspects of the service, take a positive approach to finding new ways of working and to using opportunities offered by technological change
  - To assist if the Council should deal with a civil emergency.

This Role Profile is not a definitive statement of your contractual obligations and could be subject to change.



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## Key Results

- A programme of strategic investment/development projects to secure South Somerset DC's income generation aspirations
- A programme of strategic disposals to reduce revenue costs and generate capital receipts
- Energy efficiency and renewable energy programme
- Production, delivery and review of an annual Asset Management Plan
- An annual performance management framework with performance indicators that ensure a commercially focussed service delivering value for the Council and increased revenue
- Community Asset Transfer Programme
- Strategic land transfers as appropriate to support the development of social housing



## Personal Specification

### Professional and educational qualifications

Essential	Desirable
Educated to Degree level or equivalent	RICS Registered Valuer or working towards valuation qualification
Member of the RICS or working towards an equivalent professional qualification with property, project management or business bias	
Full driving licence	

### Experience

Appropriate and relevant experience, including:

Essential	Desirable
Estate Management	Development
Valuation	Acquisitions
Presentation of written and verbal reports at a senior level	Disposals
	Investment
Project management and the successful delivery of property related schemes	Regeneration and the promotion of Economic Development
Multi-disciplinary project based working	Budget management
Negotiations, including: <ul style="list-style-type: none"><li>Property contracts and property management/valuation issues</li><li>Contracts for the provision of professional and technical services</li></ul>	Management and procurement of consultants or contractors
	Assessing viability and cash flow in commercial and residential development projects
	Compulsory Purchase procedures



## Key Skills

Essential	Desirable
Strong influencing and negotiating skills	Use of Argus Investor and Developer software (or similar),
Good communication and presentational skills, both written and verbal	Strategic thinking
Good prioritisation and time management skills	Innovation and creativity in securing solutions and problem solving
Concise and accurate report writing	Partnership development, partnership working and local networking
Good numeracy and spreadsheet skills and capable with standard ICT tools	Business planning and feasibility assessment skills

## Knowledge

Essential	Desirable
Sound in Commercial and Residential Estate Management, acquisitions for operation and investment, disposal and development processes	General understanding of the planning system, CIL and S.106 negotiations
Sound in valuation and development appraisal	General understanding of Economic Development, regeneration and housing
	Knowledge of the operation of local government in its local, regional and national context
	Knowledge of public/private property partnerships, procurement of professional and technical advice and working with the local market
	General knowledge of grant funding relating to the property and housing sectors