

JOB DESCRIPTION

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| JOB TITLE: | Home Ownership & Place Officer |
| GRADE: | Grade 7A |
| REPORTING TO: | Building Surveyor |
| RESONSIBLE FOR: | This role does not have any direct reports |

ROLE SUMMARY

- To coordinate and administer the Right-to-buy and Right-to-acquire process, as well as land, non-domestic and commercial property management, including and obtaining third party valuation services.
- To support the team on place-based buy backs of assets (including land and non-dwelling assets), as well as all acquisitions and disposals through to completion.
- Administration of land and garden ownership queries including boundary lines and support of the customer home improvements process where acquisitions or disposals form part of the request.

MAIN DUTIES & RESPONSIBILITIES

The points below are a summary of your main duties and responsibilities.

- Responsible for processing and verifying of all the relevant stages of applications to purchase properties under the Preserved Right-to-Buy and Right-to-Acquire legislation including arranging valuation services.
- Undertake the Right to Buy Cost Floor Discount Entitlement and the preparation and issuing of all Statutory Notices required under the RTB and RTA legislation.
- Responsible for assisting with negotiations and activities associated with the organisation's commercial property portfolio and all Landlord and Tenant matters including lease enforcement, assignments, rent reviews, lease renewals, surrenders, determinations and licences to carry-out works and inspections.
- Support all placemaking and strategic asset activity on any required buy-backs of assets including consultation and negotiations. Plus, obtaining (if required) consents to dispose and/or acquire of assets.
- Support with options appraisals, cost-benefit analyses and risk assessments as required to ensure the pro-active management of the organisation's assets.

- Responsible for ensuring all relevant valuations are undertaken by the appointed Valuer and within the relevant timescales.
- Work in collaboration with stakeholders i.e. legal services, local authority and appointed consultants.
- Ensure the land management process is undertaken, working with all relevant stakeholders and maintaining appropriate records. Work in conjunction with relevant local authority in relation to land and lease requirements when required.
- To ensure that an accurate computerised record within the Asset Management Database is maintained at all times, including the quality assurance of the data for non-dwelling, commercial, land and disposals.
- To support all digital fibre upgrade programmes of work.
- To assist with the identification of future investment and any resources needed for the proper maintenance/management of believe housing's land, non-dwelling and commercial property portfolio.
- To represent and promote the organisation externally; proactively developing external working relationships, partnerships and collaborative working to maximise the use of our resources and embed learning where appropriate.
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy.
- Complying with business confidentiality and information security policies, in line with GDPR and relevant legislation.
- Live believe housing's values and behaviours, doing the right thing for our customers, our business, and our people.
- To deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value.

No role profile can be entirely comprehensive, the post holder will be required to undertake additional duties from time to time, in line with the above responsibilities, as required by the Building Surveyor.

Person Specification

Experience, Skills and Qualifications

- NVQ Level 4 qualification or the ability to demonstrate transferable relevant experience.
- Preferably with evidence of further Continued Professional Development.
- Demonstrates a working style that complements multi-disciplinary team working with strong communication skills, both verbally and in writing.
- Proven ability to effectively analyse and process property performance data, effectively manage budgets and ensure value for money.
- Ability to manage the successful delivery of projects.
- Experience of analysing and interpreting data.
- Experience within a similar role.
- Preferably with experience of working with a variety of stakeholders taking feedback on board and using it to influence decisions.
- Strong communication skills, both verbally and in writing, with the ability to produce good quality written technical reports including presentation skills.
- Excellent negotiating and problem-solving skills, with an ability to influence and persuade to achieve positive outcome.
- Effective use of IT and media as appropriate.
- Able to prioritise to achieve realistic targets, costs and time deadlines.
- The ability to manage own workloads to ensure performance targets achieved.
- Well organised; flexible, committed, enthusiastic and innovative.
- Full UK driving licence and ability to be mobile.