

JOB DESCRIPTION

Job Title	Estates Project Officer		
Directorate	Resources and Corporate Services		
Reporting to	Senior Property Manager		
Grade	14		
Evaluation ref:	TR0099	Job ref:	Family
Role purpose			
To manage the council's vacant sites held for disposal, maintaining site security and provide project coordination and support to internal stakeholders.			
Responsibilities			
<ul style="list-style-type: none"> • Management of vacant sites held for disposal. This will include; <ul style="list-style-type: none"> ○ Managing the council's risk exposure through the production and ongoing review of risk assessments, ○ Commissioning of site security where necessary, ○ Managing guardianship arrangements where applicable, ○ Liaison with the council's insurance department in a timely manner to ensure adequate cover is in place. • Provide information and support to internal and external stakeholders to inform decision making. • First point of contact in Estates Strategy & Development team for public enquiries passed on from estates operations or other public interfaces. The post will triage these enquiries and issue responses or log and allocate cases as appropriate. • Support major estates development projects (acquisitions, development and disposal) through project management, co-ordinating resources and stakeholders, monitoring progress and developing options / presenting information for decision (working with supervision from Senior Projects Officer and / or Estate Surveyor / Senior Estates Surveyor / Principal Estates Surveyor • Support property acquisition, developing briefs, liaising with agents and clients, • Provide project management for more complex acquisitions. 			
Impact			
The role will make operational decisions on a daily basis to ensure the effective management of the council's vacant sites being held for disposal and will provide			

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advice and guidance on major estates development projects to inform the decision-making process.

Knowledge / Experience / Skills

	Essential	Desirable	
Knowledge			
Substantial practical knowledge of project planning, project management, programme evaluation and performance management	✓		
Practical knowledge of managing risks in a complex programme environment	✓		
Broad understanding of estate matters		✓	
Understanding of public sector procurement and contracting regulations/legislation.		✓	
Understanding of the structure and operation of complex contracts	✓		
Knowledge of statutory regulations relating to service area and related functions	✓		
Experience			
Initiating, developing, and using innovative approaches that result in the successful implementation of projects in a public sector or comparable organisation	✓		
Experience of working in a project management environment involving multiple stakeholders	✓		
Working creatively and innovatively on complex projects	✓		
Project and programme evaluation and performance management.	✓		
Managing contracts / acting as client with contractors and consultants		✓	
Engaging and working collaboratively with a wide range of internal and external stakeholders	✓		
Contributing to sound business cases and rationales for courses of action		✓	
Experience working in a customer facing environment		✓	
Working in a Political Environment		✓	
Qualifications / Registrations / Certifications			
A level qualification or equivalent in business administration or a related field	✓		

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Skills			
Ability to provide professional advice and guidance on estates matters	✓		
Ability to build and maintain relationships with partner organisations	✓		
Ability to plan and integrate multiple project/programme workstreams	✓		
Ability to prioritise workload	✓		
Confident to work independently and as part of a team	✓		
Excellent communication and interpersonal skills	✓		
Working conditions			
Role will require frequent travel and to areas in rural Somerset, with lone working subject to risk assessments.			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position			
Corporate Responsibilities			
<p>Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.</p> <p>Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do.</p>			

Date: