

Disposals & Acquisitions Officer – Grade 10

Job purpose

The Disposals & Acquisition Team provides advice to the Council on the management and development of Council's land and property assets – including the disposal of assets which have been identified as surplus and so available for disposal. The Team also contributes to the Council's regeneration initiatives and manages the Council's land bank of surplus land and property which is awaiting disposal or redevelopment. In addition, the team has responsibility for the management of the Council's commercial estate of 400 property leases and over 700 land leases.

You will be based in this team assisting with the disposal of the Council's surplus land and property assets or managing the Council's commercial estate.

You will bring forward for disposal surplus land and property or to manage land and property within the Council's commercial estate. This will help to support the Council's capital plan by raising a significant level of capital receipts over the next few years as well as maximising income from a wide range of commercial land and property.

You will also be expected to deal with a range of land and property matters including requests to buy small parcels of land from adjoining owners; grant easements and wayleaves; deal with covenants/restrictions on title of land previously sold; solve boundary disputes; mark out boundaries where required provide advice and assistance in connection with right to buy properties; investigate encroachment issues; deal with existing and new tenants; undertake rent reviews and lease renewals; manage repairs budgets for buildings; manage debt recovery; re-let vacant properties and provide advice to other Council services.

As part of this role, you will be expected to undertake research into our land and property assets and overcome planning, highway and legal constraints which may be identified as a result of the research. You will ensure that there is a regular supply of land and property for disposal to meet the capital receipts target. You will be expected to submit planning applications where appropriate to ensure that the Council obtains the best value possible from the disposal of its surplus assets. You will need good knowledge and experience of land and property legislation, including landlord and tenant matters.

You will also support other Council Services on their various corporate plans and proposals which involve land and property, in particular significant housing and regeneration schemes as well as preparing compulsory purchase orders when required.

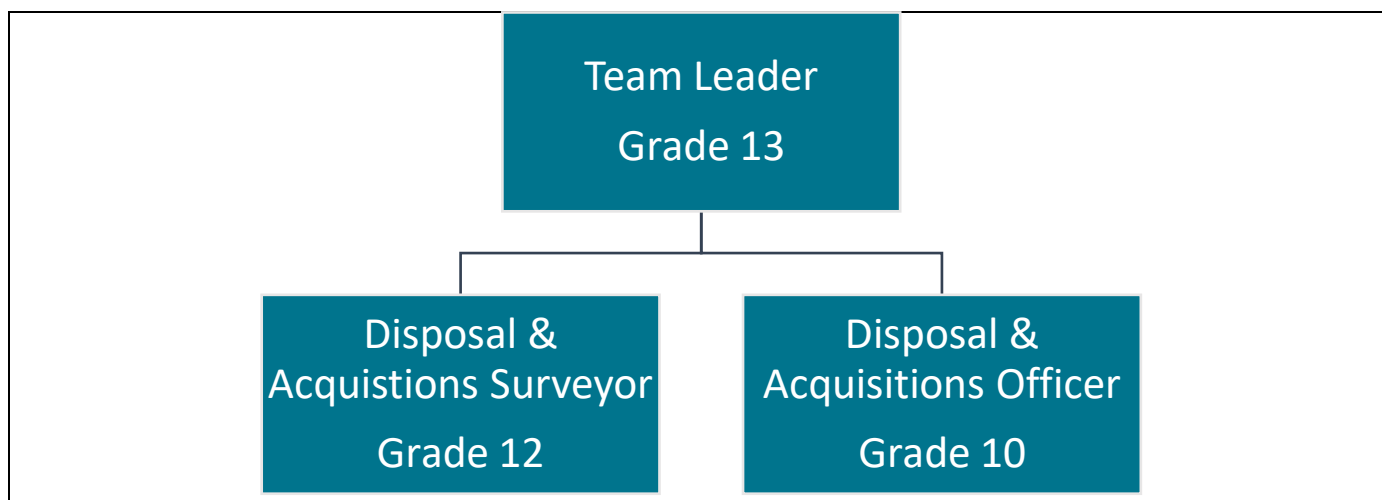
You will need to work effectively with minimum or no supervision and have significant skills, knowledge, and experience to ensure that land and property matters, issues and problems can be dealt with efficiently and effectively.

This role is based within [Growth and Regeneration](#) Find out more about [working for Kirklees](#).

Key areas of responsibility

- Provide effective research into the Council's land/property ownership records to support the disposal of land and property as well as to support various corporate regeneration projects and compulsory purchase order procedures.
- Provide effective technical support to the disposals process by submitting planning applications on surplus land and property where required.
- Provide effective management of the Council's portfolio of commercial property and land holdings.
- Provide effective and timely advice and support to other Services, residents, ward councillors, solicitors and other outside bodies about the Council's land and property holdings.
- Provide effective and timely instructions to the Legal & Governance Service so that the various legal processes can be completed efficiently.
- Provide a high level of customer focus by developing and maintaining a positive working relationship with local residents, local councillors, other Services, colleagues, customers and partners to ensure Service objectives and standards are delivered in a courteous and professional manner.
- Identify and achieve personal targets and development needs to ensure an effective contribution to organisational goals.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Educated to graduate level in a relevant land related qualification and taking steps to obtain membership of the Royal Institution of Chartered Surveyors (MRICS) or can demonstrate relevant experience in a land and property related environment.	Essential
Experience of managing customer expectations.	Essential
Provide a high level of customer focus.	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Knowledge and understanding of law relating to land and property.	Essential
Ability to communicate effectively at all levels.	Essential
Knowledge of various IT software packages.	Essential
Travel to various locations in order to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (exceptions can be made for disabled applicants).	Desirable

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Planning & Building Services	Grading ID	62630
Job ID	80103168	Last Updated	August 2021
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		