

Disposals & Acquisitions Officer – Grade 10

Job purpose

Economy and Infrastructure provides advice and support to the Council and community of Kirklees. Among other things the Service under the Head of Corporate Landlord and Capital is responsible for the strategic leadership and management of the Council's land and property assets.

The Disposals & Acquisition Team provides advice to the Council on the management and development of those 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.

The Disposals & Acquisitions Officer will assist with the disposal of the Council's surplus land and property assets, managing the Council's commercial estate and dealing with a whole range of property related projects that would be expected to be found in a busy professional land and property team.

The role will be to manage land and property both in general land issues and for the Council's commercial estate and bring forward and prepare for disposal of surplus land and property. This will help to support the Council's capital plan, revenue budgets and help manage the corporate estate as well as maximising income from a wide range of commercial land and property.

This role is based within Economy & Infrastructure.
Find out more about [working for Kirklees](#).

Key areas of responsibility

You will 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.

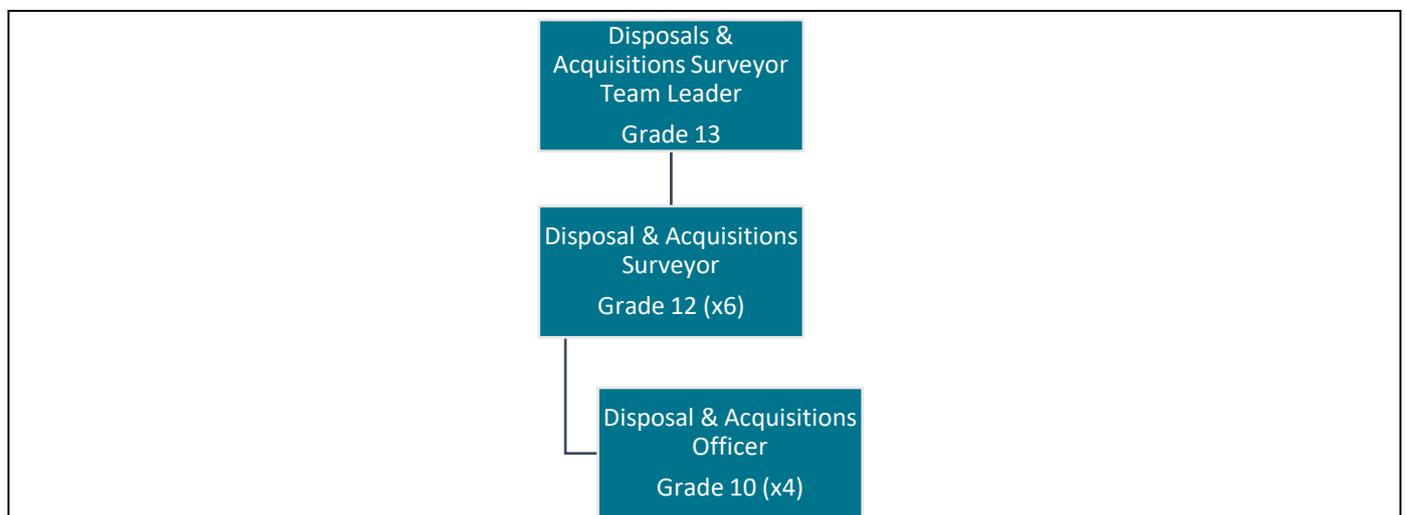
You will also support other Council Services on their various corporate plans and proposals which involve land and property, in particular significant housing and regeneration schemes as well as preparing compulsory purchase orders when required.

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.

Key results areas/outcomes -

- 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 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

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](#).

This job requires you to work flexible hours, including occasional evenings and weekends. You may also be required to travel to various locations in order to carry out the duties of the job.

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance.

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		Grading ID	
Job ID		Last Updated	
Job Focus		Career Progression	

Contractual Variants

DBS Category		DBS Type	
Health Check		Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	
Checked by HR			