

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 04218

Service Area: Strategic Asset Management and Estates – Corporate Property

Grade: 11

Job Title: Property Rationalisation Asset Officer

Reports to: Strategic Asset Manager

PURPOSE OF JOB:

The Property Rationalisation Asset Officer will play a critical role in shaping and delivering the Council's property rationalisation agenda. The post holder will be responsible for developing and progressing business cases and options appraisals that reduce the size of the corporate estate, generate capital receipts, and achieve ongoing revenue savings. This includes supporting service transformation, maximising utilisation, and aligning the estate with strategic service and organisational objectives.



MAIN DUTIES:

1	Develop and lead on detailed property rationalisation business cases and option appraisals to support decision-making at both operational and strategic levels.
2	Support the Council's transformation, climate, and efficiency agendas by identifying opportunities to reduce estate size and costs.
3	Work closely with service departments, property colleagues and external partners to understand service needs and identify suitable property solutions.
4	Use property data and performance intelligence to inform recommendations and maintain a robust audit trail for decisions.
5	Provide professional advice on estate optimisation, service relocation, space utilisation and asset performance.
6	Contribute to the ongoing development of the Council's Corporate Property Strategy.

7	Ensure compliance with RICS standards, relevant legislation, and Council policies.
8	Support effective communication and presentation of rationalisation proposals to senior leaders, elected members, and other stakeholders.
9	Deliver reports and presentations to a variety of stakeholders to unlock complex property rationalisation activity, deliver presentations to the Property Rationalisation Programme Board and at Executive Cabinet meetings.
10	Challenge the use of property resources, identifying where possible, financial and operational efficiency savings or commercial opportunities and by contributing to a programme of area reviews and Service Asset Management planning, propose and develop corporate and local value for money solutions.
11	To identify, evaluate and embed best practice to enable the highest professional asset/property standards. Use innovation to develop opportunities to optimise LCC's property portfolio either commercially or for the benefit of LCC services.
12	To monitor and manage relevant budget codes, providing budget estimates and forecasting and challenging the progress of capital receipts where necessary
13	Where required to deputise for the Strategic Asset Manager at meetings and teamwork planning/ monitoring; ensuring service delivery is maintained.
14	Responsible for responding to enquiries and requests for information about the Corporate Property portfolio of assets from various sources including the public, Members, etc.
15	Work with Facilities Management, Project Delivery and Finance colleagues to ensure accurate costs and savings are used to make informed decisions
16	To prepare project mandate documentation or guide team members in doing so, ensuring identification and successful handover of minor projects to multi-million-pound capital schemes. Continue to work with Facilities Management or Delivery colleagues throughout the project.
17	To support management and monitoring of all leasehold matters. Ensure appropriate decisions are made in relation to on-going occupancy in line with service provision and commercial evaluation.
18	To ensure that there is adequate resilience across the Corporate Property team. This includes: Providing cover to the wider Corporate team or Schools Asset Advisor team for all aspects of their work such as ensuring that there are schools asset management plans in place to reflect the needs to the schools service leads. Ensuring a programme of annual suitability assessments is in place, up to date records for building bulletins are held, optimum usage of schools is assessed and a regular programme of school master planning is undertaken. Net Capacity analysis reviewed are completed in programme and that and S77 processes are followed. Academy conversions are supported. Ensuring that the team provide suitable professional advice to schools and service leads at all times. This resilience cover shall be either individually or through team members directly managed.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Degree in a property-related discipline	A	x	
Membership of a relevant professional body e.g. RICS	A	X	
Proven experience of property asset management in a large and complex organisation	A	X	
Demonstrable track record of preparing and delivering property rationalisation or asset transformation projects	A/I	X	
Experience of producing high-quality business cases and options appraisals with financial and qualitative outcomes	A/I	X	
Strong understanding of property, asset performance, valuation, and estate optimisation principles	A/I	X	
Awareness of the role of property in supporting service delivery transformation and financial efficiency	A/I	X	
Ability to analyse and interpret complex data to support strategic decision-making	A/I	X	
Excellent communication skills, both written and verbal, with the ability to present complex proposals clearly	A/I	X	
Strong project management and organisational skills, able to manage multiple projects and deadlines	A	X	
Commercial acumen and financial awareness with a focus on value for money	A	X	
Highly skilled in understanding and interpreting complex and specialist asset data and Government legislation, property/asset policy and/or guidance to present and communicate to a wide-ranging audience.	A/I	X	
A thorough understanding of the property market, its conditions and impacts on delivery of sales/ leases in commercial property.	A/I	X	
Required to have access to transport to travel around the County to undertake the duties of the role.	I	X	
IT Skills Word processing Word PowerPoint Outlook Excel	A	X	

Databases (IMP, Concerto)			
Proven ability to quickly establish, and maintain strong, positive, professional and credible working relationships with suppliers, customers, members of the public, elected members, partner organisations, external organisations and colleagues, building trust and professional confidence both personally and on behalf of the Corporate Property service	A/I/P	X	
Political awareness, with understanding of how to navigate the political environment, working effectively with Councillors to interpret their needs and enhance their understanding of Corporate Property Service issues	A/I		X

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.