

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 04222

Service Area: Corporate Property, Strategic Asset Management and Estates

Grade: G8

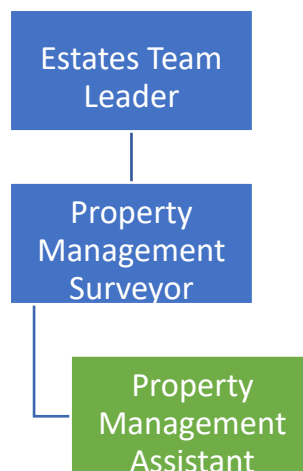
Job Title: Property Management Assistant

Reports To: Property Management Surveyor

PURPOSE OF JOB:

To provide administrative and technical support to the Property Management Surveyor in delivering the Corporate Landlord function across the Council's estate including schools, land and service properties. This includes assisting with property data management, lease and service charge administration, and ensuring compliance with property management standards and systems.

STRUCTURE CHART:



MAIN DUTIES:

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| 1. | Support the day-to-day management of the Council's property portfolio under the Corporate Landlord model. |
| 2. | Maintain and update property records using the Council's CAFM system (Concerto). |
| 3. | Assist in the administration of lease agreements, including data entry, document tracking, and compliance monitoring. |
| 4. | Help prepare and review service charges in accordance with RICS standards. |

5.	Monitor rent, business rates and service charge payments and assist in debt recovery processes.
6.	Liaise with internal departments (legal, finance, services) to support effective property operations.
7.	Assist with stakeholder communications and coordination.
8.	Contribute to property inspections, audits, and compliance checks.
9.	Prepare reports, presentations, and data summaries for property reviews and planning.
10.	Provide administrative support for meetings, including minute-taking and action tracking.
11.	Assist with the implementation and management of the Corporate Landlord model across the Council's estate. This includes interaction with service departments, monitoring of Service Level Agreements and associated responsibilities and budgets.
12.	Collaborate with legal, finance, and service departments to ensure effective property management.
13.	Support the Property Manager in the management of easements, wayleaves, and thirdparty property rights, including negotiations, consents, and dispute resolution, ensuring the Council's property interests are safeguarded and appropriately compensated.
14.	Assist the Property Management Surveyor with compliance with health and safety, statutory, and regulatory requirements in property management.
15.	Assist in Landlord approvals across the Corporate Estate and third party properties managed.

PERSON SPECIFICATION:			
Requirements	Where identified*	Essential	Desirable
Experience in property or facilities management support.	A/I	x	
Experience of working in teams.	A/I	x	
Have a commitment to Continuing Professional Development.	A	x	
Budget management and financial reporting experience.	A/I	x	
Working on your own initiative.	A/I	x	

Demonstrable IT skills, particularly relating to Microsoft software and the use of a CAFM system, ideally Concerto.	A/I	x	
Demonstrable skills relating to collaborative working across services/various teams within the organisation and a willingness to support colleagues.	A/I	x	
Compliance with health and safety regulations and ability to assess risks in respect of lone working etc.	A/I	x	
Relevant qualification in property, surveying, or facilities management (e.g., BTEC, HNC, or equivalent).	A		x
Proactively engage with colleagues and stakeholder groups to gather feedback and service improvement initiatives. Implement continuous improvement to service delivery and commitment to deliver business excellence at all times.	A/I		x
Knowledge of landlord and tenant law and lease management.	A/I		x
Experience with service charge administration and RICS standards.	A/I		x
Experience in local government or public sector property.	A/I		x
Familiarity with property management systems (e.g., CAFM, ideally Concerto).	A/I		x
Ability to adapt to new ways of working.	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.