

## Job Profile

**Job Title: Leasehold Admin Principal**

**Job Grade: Level 4 Zone 1**

**Salary Range: £40,652 - £46,779 (FTE)**

### About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### About the role

The Leasehold Admin Principal is responsible for:

- The implementation of the Collective and Individual House Enfranchisement, Lease Extensions, Ad hoc Disposals, Licences for Alteration, Sale of Freehold Reversionary Interest, Deeds of Variation and Deeds of Rectification and the Buy Back policies.
- The management of Head Leases, Private Leases and Voluntary Disposals, ensuring these are undertaken in accordance with prevailing legislation, including the relevant Housing Acts, Landlord and Tenant Acts, Data Protection and policy procedures.
- Ensuring further Acquisitions of Legal Interests are undertaken in accordance with Council policy.
- Ensuring all processes are undertaken in accordance with prevailing legislation, including the relevant Housing Acts, Leasehold Reform Housing & Urban Development Act 1993, Landlord and Tenant Acts, Data Protection Act and in a correct, open and transparent manner in accordance with the required industry and professional standards.
- To aid in developing service plans, procedure and policies.

### About you

1. At least two years' experience of working on a large residential leasehold portfolio and implementing legislation relevant to leasehold management
2. Experience of and ability to inform and advise on complex leasehold issues, to leaseholders and to other council officers, both in writing and verbally.
3. Detailed knowledge and experience of using and interpreting the governing legislation relating to leasehold management, including the Leasehold Reform Housing & Urban Development Act 1993, Landlord and Tenant Acts and Housing Acts.
4. High levels of literacy; experience of and ability to research information, and to co-ordinate and write procedures, reports etc. to a very high standard.
5. High levels of numeracy; experience of and ability to deal with complex financial issues, in particular those relating to service charge calculations and recovery and service charge loans. Experience of and ability to collect, analyse and report data and statistics
6. Knowledge and understanding of the First Tier Tribunal processes.
7. Ability to effectively prioritise and meet deadlines, particularly when faced with changes in priorities.
8. Experience of and ability to represent the Council in formal arenas such as Leasehold Valuation Tribunals, court, Leaseholder Forum meetings etc.
9. Experience of and ability to work on own initiative, make sound decisions, and be self-motivated and committed to providing a service to customers.
10. Ability to manage staff, including setting and monitoring standards, targets, training and monitoring work, carrying out supervisions and formal appraisals of staff.

## **Work Environment:**

This is an office based role with the option to work from home some of the time.

You may be required to represent the Council in formal arenas such as Leasehold Valuation Tribunals, court, Leaseholder Forum meetings etc. Occasional evening and / or weekend work may be required.

## **People Management Responsibilities:**

Responsible for all aspects of managing the Leasehold Admin Team including; setting and monitoring standards; recruitment and training; performance management, supervisions and formal appraisals for a minimum of two officers.

## **Relationships:**

You will be the first point of contact for leaseholders and their representatives, councillors and MPs.

You will work closely with colleagues in Leaseholder Services and other Camden teams including; Neighbourhood Management; Finance; Property Services, Legal etc.

You will regularly liaise with Camden's external solicitors.

## **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

## **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

## **Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

## **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

## **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,