**Job Profile Information: Property and Investment Officer**

**This supplementary information for *Property and Investment Officer* is for guidance and must be used in conjunction with the Job Capsule for**

**Job Level……4…………. Zone…1…………**

**Camden Way Category ………………4……………………**

**REPORTS TO:** Schools Policy and Investment Manager

**JOB PURPOSE**

Reporting to the Schools Policy and Investment Manager, ensure good organisation and record management relating to school assets. Working closely with the Team Leader to ensure all areas of asset management are undertaken along with supporting policy and strategic processes. The property and investment officer will carry out work to ensure that all educational buildings are well managed and that future requirements of our schools estate is met. It requires key input into establishing and developing the education estates strategy, and to be involved in acquiring funding for capital projects and the dissemination of funding. To have a working knowledge of government legislation relating to school premises and school standards.

This post is responsible for playing a key role in the service delivery of the supporting communities directorate to improve outcomes for children and young people and meet the aims of the Camden Plan.

**MAIN DUTIES AND RESPONSIBILITIES**

* To take a key role in collating and analysing data relating to asset management of schools and the estates strategy for schools. This will involve collating financial, space standards and energy data and providing reports for management on these areas.
* Organise the collation of information for government returns, such as the Net Capacity annual return. Collate information from service users regarding accommodation requirements and changes to inform this work.
* Manage specific modules on the asset database, Technology Forge (TF),  ensuring information is maintained up to date and accurate and extract reports/surveys as required. Update, condition, suitability, sufficiency and other asset management supporting information as required. Disseminate information and provide guidance on how to use the school’s asset database.
* Commission updates, of CAD plans and drawings as required, maintain records as appropriate, and produce maps and plans using the authority’s relevant systems as part of good asset management practice.
* Support the development of leases and internal agreements for the service.
* Support the coordination and development of school organisation strategies, policies, consultations and projects to ensure the Council meets its statutory duty relating to the supply of school places and adheres to all relevant education legislation. Act as a point of contact for external organisations and central government, that require information on school capacity and funding arrangements.
* Assist in submitting applications for relevant bids, grants, government funding (Devolved Capital, LCVAP etc) and S.106 contributions.
* Take a lead role in the annual submission of the SCAP return to government regarding net capacity data, forecasting pupil places and finance as part of the basic need funding allocations.
* Help draft information for Freedom of Information (FoI) requests and record all responses.
* Attend external meetings with stakeholders including other LA asset management officers, property leads from Diocese and trust schools and draft presentations, reports and guidance notes for meetings.
* Liaise with the planning department and co-ordinate consultation responses to applications that affect school sites.
* Take a key role in understanding government policy relating to school premises and communicating relevant changes and possible impacts to senior management in an appropriate format.

**WORK CONTEXT**

**Communications and working relationships**

Communication is a key skill required for this position; it involves networking with various internal and external officers and groups. The post holder will need to have strong inter-personal skills, the ability to develop strong networks and working relationships and use them to good effect. The post holder must be comfortable working with colleagues at all levels but especially those more senior than themselves, and able to support local managers and their staff in carrying forward service delivery improvements. Communication with external officers who represent Diocesan Boards, Trustee Boards and School Senior Leadership Teams is key to the role as well as networking with officers from other local authorities

**The postholder will:**

* Report to the Schools Policy and Investment Manager .
* Attend meetings with internal and external officers.
* Communicate clearly and effectively with the wider property department on matters regarding asset management of the educational estate.

**Innovation (decision making and creativity)**

* The post holder will need to be adaptable and approachable to changes to workload and ways of working.
* To be proactive and  act on their own initiative, be able to organise their own work and plan and prioritise a wide range of tasks, as well as monitoring and responding to government policy announcements, programmes and requests.
* The work will be subject to interruption and it is necessary to be responsive, flexible and adaptable to a fast-paced, ambitious agenda.
* The postholder is required at this level to take instruction and to build on those instructions and use their initiative to take work forward and progress independently  to support and enhance the wider work programme.

**Work Environment:**

* The job holder will be predominantly office based but will be required to frequently visit educational building sites and other council offices.
* The postholder will operate within an occasionally sensitive framework, and confidentiality and discretion must be observed at all times.

**Technical Knowledge and Experience:**

* Education at degree level or equivalent experience of working in a property department with some experience of educational establishments.
* Experience of asset data systems, uploading information and producing reports from data.
* Evidence of good organisational skills and record keeping.
* Understanding of the role of asset management in delivery of organisational policies and priorities.
* Good understanding of property related school organisation legislation, government school premises standards and statutory/non-statutory guidance.
* Some knowledge of accessing and applying mapping skills.
* Ability to support education capital projects and programmes with information when required.
* Strong verbal and written communication skills and experience of preparing content for briefings, reports and presentations to a range of audiences.
* A high standard of IT skills in a range of Microsoft applications (including word, excel, powerpoint, outlook etc.).
* Be a self-starter with a pro-active and flexible approach, able to get to grips with issues quickly, take responsibility for your work and show initiative, especially with regards changing government policy and funding opportunities.
* Experience of working on a number of projects with the ability to work at pace when requested.
* A positive attitude to change and commitment to improving own skills, knowledge and performance.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1)