**Chichester City Council**

## Person Specification – Property Administration Assistant

| Experience | Importance | How Assessed |
|---|---|---|
| Experience of working with or within a Town or Parish Council setting, with knowledge of how Town/Parish Councils operate. | Desirable | Application /interview |
| Work in the non-profit or voluntary/community sector. | Desirable | Application /interview |
| **Knowledge** | **Importance** | **How Assessed** |
| Competent use of Microsoft Word, Outlook and PowerPoint and appropriate asset management tools. | Essential | Interview |
| Understanding of data protection and accessibility requirements as related to electronic and other media. | Essential | I Interview |
| Strong customer service experience and dealing with members of the public. | Essential | Interview |
| **Skills** | **Importance** | **How Assessed** |
| Taking the initiative in managing own workload, work tasks and being able to meet deadlines with minimal supervision. | Essential | Interview |
| A starter and finisher who takes ownership of tasks. | Essential | Interview |
| A positive 'can do' attitude to work and willingness to take on tasks outside of the usual role to help when required. | Essential | Interview |
| Can work in a proactive manner to make the job your own. | Essential | Interview |
| Thinks of solutions when faced with problems. | Essential | Interview |
| Dealing with challenging interactions confidently and with diplomacy. | Essential | Interview |
| Resilience and sound judgement, especially when dealing with sensitive or challenging interactions with colleagues, Councillors and the public. | Essential | Interview |
| Collaborative and approachable. | Essential | Interview |
| Excellent attention to detail. | Essential | Interview |

| Experience | Importance | How Assessed |
|---|---|---|
| Able to quickly grasp the Council sector and understand how we operate. | Essential | Interview |
| Able to operate with impartiality in a political environment. | Essential | Interview |
| **Qualifications** | **Importance** | **How Assessed** |
| English and Mathematics GCSEs or equivalent qualification to grade C / 4. | Essential | Application |
| Relevant qualification in Health & Safety. | Desirable | Application |
| **Other** | **Importance** | **How Assessed** |
| Willingness to work flexibly including some weekend and evening working. | Essential | Interview |
| Possession of a full driving licence | Desirable | Application |

**Job Description – Property Administration Assistant**

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| **Post Title:** | Property Administration Assistant |
| **Reporting to:** | Property Maintenance Manager |
| **Salary grade:** | SCP 16 to 20, £30,518 |
| **Contract type:** | Permanent (Full-time) |
| **Hours per week:** | 37 hours |

Job Purpose(s)

1. Responsibility for administration of asset management and inspection software to monitor the upkeep of Council property, structures and buildings.
2. Perform inspections, monitor inspections performed by other personnel, creation of new inspections and asset tag property as required and register them on the asset management and inspection software.
3. Administer and maintain the Risk Management Register ensuring employees are up to date and have signed the appropriate risks concerning their role within the Council and report any concerns/issues to the Property & Maintenance Manager.
4. Administer and maintain Street Sign Register, liaise with developers, post office, external councils and premises owners. Supporting the Council Services & Support Manager.
5. Assist in “Listed Building Consent” (LBC) applications.

Job Activities

1. Support and report to the Property & Maintenance Manager ensuring Health & Safety is maintained at all times and assets are maintained.
2. to ensure that all property and premises including external areas owned by the City Council, are properly inspected to ensure the safety of the public and council personnel.
3. To assist in creation of inspections and rolling out to personnel.
4. Be aware of current health & safety legislation, ensure compliance by all staff and users of Council buildings with Health and Safety regulations and requirements.
5. Attend as necessary training updates through the Council's Health & Safety advisory bodies.
6. Carry out appropriate annual and other inspections and Risk Assessments to ensure the City Council is in compliance of its statutory undertaking.
7. Delegating and supervise inspections with Facilities Officers, Allotments and Maintenance Officer and the Maintenance Assistant.
8. To report all issues and risks to the Property Maintenance Manager and in their absence to the Town Clerk, Deputy Town Clerk and Council Services and Support Manager, ensuring management of all critical and statutory systems are working at all times e.g. CCTV, alarm systems, fire equipment, lift maintenance.
9. Undertake periodic inspections of all Council owned structures.
10. Undertake periodic inspections of all Council owned or managed units of street furniture and report issues.
11. Undertake periodic inspections of all Council owned or managed units of bus shelters and report issues.
12. Manage Street & Highways Licencing.
13. Manage the Contractors Public & Liability Insurance and Health & Safety compliance and Modern Slavery regulations compliance, ensuring valid copies are obtained and are registered on Papertrail
14. Manage street naming, numbering and signing including liaison with developers, Royal Mail and statutory authorities. Ensure that street naming and numbering is carried out to comply with current legislation.

15. Dealing efficiently and courteously with enquiries from Members of the Council and general public, directing them to the appropriate authorities if the subject is outside the scope of the City Council.
16. Support, Town Clerk, Deputy Town Clerk and Council Services and Support Manager as required.
17. Such other tasks as may be allocated from time-to-time.