



**DIOCESAN BOARD OF FINANCE:
PROPERTY DEPARTMENT
PROPERTY OFFICER**

JOB PROFILE

JOB TITLE:	Property Officer
ACCOUNTABLE TO:	Head of Property
KEY RELATIONSHIPS:	Church House SLT Archdeacons Clergy & Occupiers Property Team Finance Team

BACKGROUND

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of [Bradford, Ripon & Leeds](#), and [Wakefield](#). It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has around 650 church buildings, housing stock of approximately 450 properties as well as glebe, farming and mineral interests.

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

Our Values

The Diocesan values, Loving, Living, Learning, are vital to the way we encourage equality, diversity and inclusion in our workplace. We aim to:

- **Love** God, the world and one another.
- **Live** in the world as it is, but, drawn by a vision of something better, we want to help individuals and communities flourish,
- **Learn** when we get things wrong, by listening and growing together.

JOB DESCRIPTION

PRIMARY PURPOSE OF POST

- To be part of a team within the Diocesan Property Department managing its residential, educational, agricultural and investment property portfolios. Specifically, to be responsible for monitoring and delivering site works of contractors engaged on property repairs, maintenance and improvements across designated Episcopal Areas.

MAIN DUTIES AND RESPONSIBILITIES

- Undertake site visits to monitor progress of ongoing repairs, maintenance and improvement works, ensuring high quality of work and timeliness of completion is achieved.
- Make recommendations both orally and in writing about any aspect of works including quality, design or cost, ensuring that value for money and safety are appropriately considered.
- Monitor work on site in accordance with relevant regulations to ensure the safety of all persons affected by the works. Promptly report or act on breaches to Property Managers, Contractors and Consultants.
- Support the Property Manager in the preparation of initial snagging work and post completion, the certificate of practical completion defects schedules and assist in monitoring to resolution.
- Assist the Property Surveyor and act as first point of contact for compliance issues. This will include the preparation and management of appropriate registers and will cover asbestos, fire, carbon dioxide, legionella, Equality Act and other emerging and present risks.
- Evaluation of the quality assurance and compliance of contractors.
- Assist the team in the preparation of specifications, putting work out to tender and evaluation of any tenders received.
- Attend pre-contract meetings where required. Report on the contractor's anticipated building programme and on the performance of contractors and external consultants.
- Maintain and issue weekly progress reports for all visits, instructions, amendments, quality, Health and Safety, test results.

- To assist with the provision of information and data for the diocesan property advisory groups, Boards and committees and attend such meetings as are required.
- To provide cover and support for other staff within the Property Department as and when required.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

Personnel Specification

(E – Essential criteria, D = Desirable criteria)

	Sections		E	D
1	Skills, knowledge and aptitudes	<p>The Property Officer should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • excellent communication skills; • accurate report writing; • organising their time and working to deadlines; • a high level of attention to detail; • the ability to work on their own initiative • excellent IT literacy, including Word, Excel, PowerPoint and Outlook. • preparing of schedules of work and specifications, tendering of building works and site inspections; • the ability to produce neat and accurate plans and drawings by hand and computer; 	<p>E E E E E E E</p>	<p>D</p>
2	Qualifications, Training and Experience	<p>The Property Officer should:</p> <ul style="list-style-type: none"> • Have a demonstrable good basic education with evidence of commitment to further developing their knowledge • Be prepared to extend their knowledge and undertake relevant training and education that would improve their performance. • Have experience in the field of property/estate management • Being able to demonstrate experience of running projects; • have experience of: <ul style="list-style-type: none"> ➤ property management of housing and land; ➤ Property surveys ➤ Defect analysis – identifying and analysing corrective actions ➤ Inspection and reporting on projects; ➤ monitoring of tender processes ➤ implementation and application of relevant health and safety, planning and building regulation legislation • have experience of working as a member of a team • be able to demonstrate a willingness to attend appropriate training and development • use of property management software 	<p>E E E E E E E E E E E</p>	<p>D D</p>

3	Personal Attributes	<p>The Property Officer should:</p> <ul style="list-style-type: none"> • be a person of integrity; • have a tenacious approach to delivery, quality of output and organisation; • be sympathetic to the needs of others; • have good interpersonal skills; • have an understanding of confidentiality issues and the use of discretion. 	E E E E E	
4	Disposition and Attitude	<p>The Property Officer should have:</p> <ul style="list-style-type: none"> • Empathy for the faith and mission of the Church of England • The aspiration to reflect the Diocesan values in both personal and professional conduct and communication with colleagues, diocesan stakeholders and other contacts. 	E E	
5	Special Requirements	<p>The Property Officer should:</p> <ul style="list-style-type: none"> • have the ability to travel throughout the Diocese for work purposes 	E	