# Image of North Northamptonshire Council logo

# Job Description and Person Specification

**Job title:** Asset Records Officer

**Grade:** Proposed Match to NCC (Northamptonshire County Council) Grade , H subject to assimilation to NNC (North Northamptonshire Council) pay and grade structure

**Reports to:** Asset Records Manager

**Responsible for:** N/A

**Directorate and**

**Service area**: Assets & Environment

## Purpose of the job

1. To provide support towards the governance and management of the Council’s Property Asset records, data and property intelligence ensuring that adequate and effective systems are in place to verify and maintain the integrity of the data.
2. To take a lead role in delivering property asset records management within a defined area of specialism to support and deliver Asset Management Plans (AMP) and the strategic vision for asset utilisation and rationalisation.

## Principal responsibilities

1. Maintain textual records of all County Council land and property data including but not limited to Acquisitions, dedications, disposals, leases and tenancies by interpreting and extracting details from complex legal documents. These records need to provide a comprehensive account of current and historical property assets and related liabilities, including running a caution diary to e.g. flag up and instruct the Estates function, lease renewals, rent reviews and break clauses.
2. Analyse and verify all existing and new Property records data and information for the purpose of assessing and ensuring adequacy, accuracy and deficiencies and advise the Asset Records Manager so errors/omissions can be rectified therefore outputs from the system enable correct decision making.
3. Maintain land ownership data, with links to the Corporate Property Database, on the Corporate Geographical Information System (GIS) by analysing and interpreting conveyance plans. Produce maps and reports as required enabling the strategic vision for asset utilisation and rationalisation.
4. Operate a record drawing, site and building plans, space planning and legal drawings Computer Aided Design (AutoCAD) service, with links to the Corporate Property Database, to include the continuous updating of all plans and associated records. Make arrangements to acquire information either by negotiation or by surveying on site. This will enable effective accommodation reviews with space planning, Schools budget allocation and statutory returns to DfE, energy management and contact management where total areas are required. Production of accurate drawings for inclusion of Legal documents to identify land and building disposals and lease and license demise. Enable effective Project management where existing Structural, mechanical and electrical record drawings are required. As well as the requirement for accurate areas, construction types and dates for Asset, Insurance and Rating valuations.
5. Develop, monitor, maintain, analyse and prepare reports on information that enable the Council to fulfil its financial, legislative, statutory and regulatory requirements and functions i.e. Returns to the DfE for Sufficiency, Suitability and Condition;
   * Sufficiency needs focus on the assessment of individual school capacity and organisation of pupil places, all within DfE guidelines.
   * Suitability defines how well the school premises meet the needs of modern curriculum and contributes toward raising the standards of education, all within DfE guidelines.
   * Condition Surveys advise schools where best to target their resources, all within DfE guidelines.

Also returns to Defra on smallholdings, financial regulations for the Fixed Asset Register, Schools delegated budgets and schools Premises Plans.

1. Prepare and provide management information to a wide range of internal and external audiences including consultants, partners, clients, Councillors, Head Teachers, Governors and senior officers in a format that can support the Council’s emerging asset utilisation/rationalisation strategy and corporate/Schools Asset Management Plans.
2. Programme the use of property intelligence and records to enable budget allocation and liaise with property users, in particular Schools, advising and recommending to them to develop robust budget plans and enabling them to access appropriate funding.
3. Provide a property information, advice and research service in response to requests from County Council employees, consultants, partners, clients, Councillors, Head Teachers, Governors, utilities and other bodies, general public, etc to ensure excellent customer service.
4. Deputise for the Asset Records Manager when required to ensure continuation of Service.

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Special features of the post

**If a DBS Disclosure is required for the role, include the following clause (Delete if not required).**

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

**If this post is Politically Restricted include the following clause (Delete if not required).**

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

**If this role requires the postholder to be fully vaccinated against Covid-19, include the following clause (Delete if not required).**

This post requires satisfactory evidence of being fully vaccinated against Covid-19 in line with government guidance.

**If there are any other special features of the job that need to be in the job description, please indicate them here.**

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Good standard of general education to GCSE A level/NVQ level 3. |  |
| Experience and Knowledge | * Operators practice understanding of CAD drawing production, using AutoCAD or similar software and Geographical Information System programmes. * Understanding of the financial, regulatory and statutory requirements in regards to asset management. * Proven experience of maintaining databases in a range of applications. |  |
| Ability and Skills | * Ability to interpret and extract information from property related documentation and drawings. * Good communications skills. * Must be accurate with recording and data entry processes, checking the validity of information and doubt where necessary. * Good Team working attributes needed. * Ability to encourage good working relationships with clients and other internal/external contacts. * Must be able to cope with personal workload pressures and a willingness to work outside normal office hours to meet urgent task commitments |  |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors |  |  |