



COTSWOLD

District Council

Role Description and Employee Specification

Job Title:	Estates Officer	Location:	Cirencester
Department:	Property and Assets	Service:	Strategic Housing, Property and Assets
Reports to:	Estates & Valuation Lead	Working Hours:	37
Salary:	£36,119 Per Annum	Peer Group:	PG116
Business World Post Number:	New post	Job Group:	Level 2 Case and Field Worker
Contract Type:	Fixed Term Contract to 31 March 2028	Direct Reports:	None

Overall purpose of the Post:	As part of the Estates Team to carry out day to day estates management, co-ordination and administration of the Councils land and property portfolio and associated transactions, in accordance with the Councils policies, aims and objectives including the Council's adopted Asset Management Strategy.
Key Tasks and Responsibilities:	<ul style="list-style-type: none"> To provide an estate function for all internal and external occupiers of the Council's property. To agree/negotiate heads of terms for new lease and licence transactions and subsequent lease & licence renewals and rent reviews, resale covenants and restrictions. To obtain the requisite authorities to process those transactions in accordance with the Council's adopted Asset Management Strategy and supporting Asset Management Plans and to communicate and liaise with all interested parties through to completion. To support with procurement in accordance with the Council's Contract Procedure Rules to appoint and manage agents, valuers, surveyors, and other consultants as necessary. To instruct and liaise with the Council's shared Legal service in connection with the negotiated terms of property transactions (e.g. disposals/ acquisitions, leases/ licences and their review/renewal). To be responsible for debt recovery for rent, service charge recovery and accounts, Rating Surveyor management and EPC Surveyor.

	<ul style="list-style-type: none"> • To assist the Estates & Valuation Lead in carrying out property reviews, budget preparation. • To carry out any such duties as may be allocated from time to time by the Estates & Valuation Lead and/or the Head of Strategic Housing, Property and Assets. <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</p>
<p>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</p>	<p>Qualifications & Experience</p> <ul style="list-style-type: none"> • Minimum 4 years’ experience in a similar related role so as to demonstrate the skills and abilities required for the post <p>Skills</p> <ul style="list-style-type: none"> • Knowledge and understanding of the issues and legislation affecting estates and property issues and ability to negotiate on property and estates related matters • Knowledge and understanding of keeping of financial records and the use of related IT systems • Good negotiating skills • Good level of IT skills and experience with Land Terrier and Geographical Information Systems • Communicates effectively at all levels (excellent verbal and written skills) • Is customer focussed, responsive, and co-operative with customers • Is proactive and self-motivated • Prioritises and meets tight deadlines • Is flexible • Works together with employees, colleagues and customers to resolve problems and implement change initiatives • Ability to maintain confidentiality in accordance with Data Protection
<p>Desirable Requirements Qualifications, Skills and Abilities:</p>	<ul style="list-style-type: none"> • Local Authority experience
<p>General Accountabilities:</p>	<p>Safeguarding – The Council/Publica is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities.</p> <p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p>

	To support the response to a major incident, including taking up a designated role within the emergency management framework if required or requested by the Chief Executive.		
Special Conditions:	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p> <p>Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.</p>		
Date Reviewed:	April 2026	Reviewed By:	Alan Hope
Checked by HRBP	April 2026	Date of Issue:	April 2026