



# Role Profile

## Lead Officer, Business Property Management

Reference No.	A4804	Type	Individual
Service	Business & Employability (Economic Development Team)		
Job Family	Professional	Grade	FC9

### Purpose

To support and assist the Service Manager in ensuring the effective organisation and delivery of the statutory and non-statutory management of Economic Development Business Property Account, including the technical, professional, and operational standards to achieve the requirements of the Team and Service.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

To lead on identified work areas of the team on a day-to-day basis, including the work of other staff. To develop and implement new initiatives within the service, ensuring liaison and collaboration across and between portfolio areas as appropriate and consistently delivering high quality customer focused services.

Lead responsible for the management of the Council's portfolio of business premises and business property team to ensure delivery of services.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E D**

Chartered Membership of a relevant professional body with significant post-chartered qualification experience

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Educated to SCQF level 9, which includes a Degree, Post Graduate Diploma, SVQ level 5 or equivalent

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Lead budgetary responsibility for the business premises trading account, including management of circa £2M income account.	Ability to provide a regular and effective service	√	
Work with colleagues in Economic Development to manage and promote a Business Property Information Service to promote availability of all premises in Fife including private sector stock.	Leadership skills (Take ownership – See ‘How We Work Matters’ Framework) Experience to develop and deliver service improvements and initiatives (Deliver results)	√	
Plan and implement an investment and disposal programme in the Business Property Portfolio in conjunction with Service Manager and Lead Officer, Business Infrastructure.	Strong interpersonal, networking and group communication skills (Work together and Embrace technology and information)	√	
Working with colleagues within AT&E / Property Services, other Council Services, professional bodies and other agencies.	Initiative, personal resilience and experience of delivering change (Focus on customers)	√	
Representing Economic Development as required, e.g., internal and external working groups, liaising with external agencies, including preparation of reports and committee papers as required.			
Ensuring the Business Property Team are supported in attaining and maintaining current and future professional/technical work standards, competencies and performance levels.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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<b>Job Title (Specialists Tasks)</b>			

## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

### Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results