



Role Profile

ESTATES TECHNICIAN

Reference No.	I319.01	Type	Individual
Service	Property		
Job Family	Para professional 3	Grade	FC5

Purpose

To assist in the provision of technical support to the Estates Team and Property Services generally.

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

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

Assisting in maintaining the GIS ownership and other records, e.g. recording, checking and updating the records held on the GIS systems and associated databases.

Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent
Significant work experience within an office environment

Assisting in maintaining the Asset Management Information System (the database which records Council ownership), e.g. recording, checking and updating the records held on the system.

Ability to provide a regular and effective service

Assisting in interpreting titles to allow the maintenance of the records held on the GIS and AMIS systems and any associated systems.

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Assisting with inspecting and measuring sites and buildings, preparing and checking of plans.	Ability to travel throughout Fife at short notice Experience of setting out and recording site survey (Deliver results - See 'How we Work Matters' Framework)	✓ ✓	
Assisting in preparing plans for a variety of purposes, e.g. titles, lease, ownership, and using various CAD and GIS packages.	Experience of interpreting Title Deeds and legal documents (Focus on customers) Enthusiastic flexible approach to working IT skills, particularly AutoCAD (Embrace technology and information)	✓ ✓ ✓	
Assisting in reviewing and interpreting historical documentation and recording the appropriate data into the GIS system.	Experience of working under pressure to meet deadlines	✓	
Assisting in negotiating and agreeing terms for wayleaves to Utility companies.	Experience within Local Government estates team or private surveying practice		✓
Assisting in processing standard minor acquisitions/ disposals including negotiating and agreeing terms.	An interest and understanding of property estate activity	✓	
Dealing with general ownership and technical queries both from the public and Council colleagues.	Communication skills Experience of engaging with the public Courteous	✓ ✓ ✓	
Assisting in producing sales and letting particulars, arranging EPC and other information required for property disposal.	Initiative taking skills (Take ownership) Clear and logical thinker	✓ ✓	

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Supporting the estates management function by undertaking site and property inspections, dilapidations inspections, surveys and engaging with tenants as required.	Organisational skills Team working skills (Work together)	✓	
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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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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Additional Information – the following information is available:

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

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

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