



# Role Profile

## Trainee Estates Technician

Reference No.	A4366	Type	Individual
Service	Property Services (Estates)		
Job Family	Technical 5 (Trainee)	Grade	FC3 – FC5

### Purpose

To carry out a range of activities in support of the efficient and effective operation of the Estates team, including; property inspection, measurement and administration.

Carrying out all allocated work whilst undertaking a recognised approved part time course of study which will lead to qualification in a property or business qualification e.g. HNC/HND in Construction Management, Administration and Information or similar courses.

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

Support the sale and lease of council properties by assisting with all aspects of the disposal process – from internal Service handover to sale or lease. For example; production of sales particulars, measurement and photographing of subjects, undertake viewings, liaise with Legal Services and other Council staff, instruct EPC's and undertake a range of other activities related to the disposal.

Property management activities include – property inspection, tenant liaison to ensure compliance with relevant legislation, correspondence and general administration.

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

**E**   **D**

Previous work experience within office environment

✓

Working knowledge of; Microsoft Office; Word, Excel, PowerPoint), drawing software

✓

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Measurement of property floor areas to ensure data is up to date and available for use.	Full driving licence		✓
Plotting site details on GIS software. Producing plans for acquisitions, disposals, Committees or other internal purposes.	Minimum of 5 subjects (inc Maths & English) at National 4 or higher (or equivalent)	✓	
Collection, sourcing and on-going updating of property data and information into the appropriate database	Prepared to undertake further education to HNC/HND level in an appropriate subject	✓	
Maintain the Asset Management Information System (AMIS- the database which records Council ownership) – which includes recording, checking and updating the records held on the system.	Good organisational ability	✓	
Read and interpret property legal titles to allow the maintenance of the records held on the GIS and AMIS systems and any associated systems.	Ability to think clearly and logically	✓	
Work on specific quality and process improvement projects as directed	Ability to work accurately whilst under pressure	✓	
Work with the estates and asset management teams to seek out opportunities to improve the effectiveness of the asset management data base	Ability to work on own initiative and prioritise.	✓	
Dealing with general ownership and technical queries both from the public and Council colleagues.	Enthusiastic flexible approach to working	✓	
	Numerate with the ability to communicate clearly and effectively (Oral and written)	✓	

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<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<b>Job Title (Specialists Tasks)</b>			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> 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.	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>