

## Job Description

<b>Asset Officer</b>	
<b>Grade</b>	F
<b>Directorate</b>	Finance and Support Services
<b>Place of Employment</b>	Yare House, 62-64 Thorpe Road, Norwich

### Main Purpose of the Job:

To lead on and coordinate the development and implementation of initiatives that enhance the management and maintenance of the Authority's assets including Asset Management systems, relevant strategies, risk assessments and landowner liaison.

### Main Activities and Responsibilities:

1. Develop systems for the recording, management and updating of the Authority property portfolio, including a comprehensive database of assets. Ensuring the regular inspection, safety testing, risk assessment of sites, and planned programmes of maintenance works are completed through regular audit of the systems. This includes annual site visits with the Responsible Officer.
2. Manage the portfolio of all Authority properties including securing and disposal of freeholds and leases for a range of sites, uses and agreements through liaison with property consultants, to include preparation of Heads of Terms and negotiations of lease terms and conditions. Working in accordance with Broads Authority's priorities, strategies, aims and objectives.
3. Manages the contract with the Authority's property consultants. This includes the requests for finance/insurance valuations, estate advice, lease agreements and rent reviews. In addition to be responsible for the re-tender the contract as required by the Authority's Standing Orders Relating to Contracts.
4. Working with the Construction, Maintenance & Ecology team and Waterways Recreation Officer to contribute to the development and implementation of all relevant strategies including the Integrated Access Strategy and associated Action Plans through active liaison with landowners, local stakeholders and partner organisations.
5. Coordinating with Authority officers, ensure the maintenance of other records relating to the use of the Authority's assets as necessary, e.g. training, servicing, inspection and insurance, ensuring system development and annual reporting is undertaken.
6. Responsible for the budgets of leases/ management agreements etc to a value of approx £66,000. This includes the regular review (determined by the current length of contract) of the utilities contracts and identifying spend from the earmarked reserves.
7. To work flexibly across the areas as required by operational need and to carry out other duties commensurate to the nature and grade of the post as directed by the line manager and/or Director.

## Key Relationships:

1. Reports directly to the Director of Finance
2. Works closely with the Director of Operations, Senior Accountant, Financial Accountant, Finance Assistant (Insurance) and the Responsible Officers in relation to buildings and assets.
3. Liaises with other Broads Authority personnel including Planning, Construction, Maintenance and Ecology, Waterways Recreation Officer, Tolls and Communications teams.
4. The boating and public, including riverside business owners and landowners, members of other Public Services including the Emergency Services, Environment Agency, Natural England and Non-Governmental Organisations (NGOs).
5. Main point of contact for the Authority's property consultants and solicitors for lease negotiations.

## Person Profile

Specification	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A degree or relevant qualification at a similar level.</li> <li>▪ Driving Licence.</li> </ul>	
<b>Specialist Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>▪ Good numeracy skills to manage and maintain records and statistics.</li> <li>▪ Knowledge and experience of using Microsoft Office applications, including word, excel, Teams, SharePoint and database management.</li> <li>▪ Good knowledge of GIS and relevant systems.</li> <li>▪ Theoretical, practical and procedural knowledge of property issues including lease Head of terms, Landlords Act etc</li> </ul>	<ul style="list-style-type: none"> <li>▪ Good knowledge and application of the Norfolk and Suffolk Broads Act 1988 and Broads Authority Byelaws.</li> <li>▪ Good Knowledge of relevant Health and Safety Legislation regarding Landowner, Landlords and Occupiers Liabilities.</li> </ul>

Specification	Essential	Desirable
<b>Mental Skills</b>	<ul style="list-style-type: none"> <li>▪ Analytical, judgemental and developmental skills to solve a variety of difficult problems medium to long term to coordinate and contribute to the development and implementation of strategies and initiatives.</li> <li>▪ Ability to prioritise work and meet numerous potentially conflicting deadline pressures.</li> <li>▪ Experience of coordinating and collating information for the development of policies and strategies.</li> <li>▪ Ability to assimilate and analyse complex information sometimes of a sensitive commercial nature.</li> </ul>	
<b>Interpersonal &amp; Communication Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent interpersonal and communication skills both verbal and written and the ability to integrate well as part of a team and across the Authority.</li> <li>▪ Ability to harness a range of different organisations towards a common purpose.</li> <li>▪ Developed negotiating and influencing skills to deal effectively and efficiently with property matters.</li> <li>▪ Developed advisory skills to respond to enquiries regarding asset issues and provide direction and advice to external bodies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in consulting with a wide range of stakeholders</li> </ul>
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>▪ Requires the input of significant amounts of data using dexterity, coordination, precisions and speed to achieve a high standard of accuracy in spreadsheets, databases, GIS systems and word documents within given time restraints.</li> </ul>	

Specification	Essential	Desirable
<b>Initiative &amp; Independence</b>	<ul style="list-style-type: none"> <li>▪ Ability to organise and prioritise own workload to meet a mixture of short and long-term deadlines and objectives and to use initiative with problem solving.</li> <li>▪ Ability to respond to unanticipated issues independently.</li> <li>▪ Ability to work under pressure and to meet deadlines.</li> </ul>	
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>▪ Data input – can involve working in a constrained position at a keyboard for appreciable periods of time.</li> <li>▪ Site visits occasionally to isolated locations in difficult conditions.</li> <li>▪ Occasional meetings and site visits outside normal working hours at evenings and weekends.</li> <li>▪ Ability to participate in yearly stock-takes, including some light lifting as required.</li> </ul>	
<b>Mental Demands</b>	<ul style="list-style-type: none"> <li>▪ Prolonged periods of enhanced mental attention when attending meetings, preparation of committee reports or preparing analytical data.</li> <li>▪ Involves high levels of work-related pressure and conflicting demands.</li> <li>▪ Aggressive and demanding people related behaviour on an occasional basis</li> </ul>	
<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>▪ Exposure to occasional emotional demands – when dealing with members of the public and other stakeholders and external bodies. Exposure to aggressive and demanding people related behaviour on an occasional basis.</li> </ul>	

Specification	Essential	Desirable
<b>Responsibility for People</b>	<ul style="list-style-type: none"> <li>▪ Ability to provide advice and guidance on internal policy and procedures.</li> <li>▪ Ability to advise on the implementation of external statutory regulations.</li> </ul>	
<b>Responsibility for Supervision</b>	<ul style="list-style-type: none"> <li>▪ Advice and guidance to all Officers.</li> </ul>	
<b>Responsibility for Financial Resources</b>	<ul style="list-style-type: none"> <li>▪ Monitoring and forward planning of budgets for Moorings leases to approx. £66,000.</li> <li>▪ Confidentiality relating to financial statements, business valuations of land and property.</li> <li>▪ Involves high levels of work-related pressure and conflicting demands.</li> </ul>	
<b>Responsibility for Physical Resources</b>	<ul style="list-style-type: none"> <li>▪ Responsible for the development of the Asset Management System Strategy and Plan, across all physical assets of the organisation, and advising the Management Team on necessary long term capital renewals/ maintenance and repairs programme.</li> <li>▪ Involves handling of sensitive information.</li> <li>▪ Responsible for asset files and databases including lease management.</li> <li>▪ Responsible for keys to all BA assets.</li> </ul>	

Specification	Essential	Desirable
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>▪ Some exposure to disagreeable working conditions.</li> <li>▪ Exposure to aggressive/abusive people relating to contentious issues/conflicts of interests.</li> </ul>	

Last updated: April 2024