



Property Assistant

Salary: Band 5 £25,652 - £27,363 per annum

Hours: 37 Hours per week

Contract: Permanent

The Service

The Economy, Transport & Planning Directorate manages Portsmouth City Council's commercial (non-residential) property portfolio including Port Solent, Portsmouth International Port and a host of retail and industrial units across the City and beyond. In the Property & Investment Team, our purpose is to manage these assets cost-effectively and to establish quality relationships with our tenants.

What is the role?

We are looking for someone to join our team of Property Assistants who provide support to the wider team by carrying out the following tasks:

- Liaising with surveyors to ensure our buildings comply with a wide range of facilities management requirements - including EPCs, statutory obligations, and buildings insurance;
- Meeting and liaising with a wide range of our customers - tenants, contractors, councillors and other stakeholders;
- Visiting our properties and liaising with our tenants / licensees to ensure our building are safe working environments;
- Monitoring the Commercial Property inbox, and responding to enquiries in a timely and efficient way;
- Evaluating repair requests on shops, industrial units, offices etc., and taking appropriate action;
- Accessing and updating the team's asset management software - Concerto - to record information about our tenants / licensees and their occupation agreements;
- Identifying land ownership by reference to GIS mapping systems and Land Registry records;
- Measuring and assisting the sale of small parcels of PCC land;
- Assisting in the assessment of access rights across PCC land.

Who is the person?

You need to have:

- a good level of spoken and written English, and basic maths: we will test you on this as part of the application process;
- the ability to interpret maps;
- sound knowledge of and ability to use Microsoft applications, in particular Excel and Word;



- an understanding of when you need to ask for help from managers, given the high-profile nature of the property portfolio;
- a full driving licence, as we will ask you to attend our sites across the City and in Havant (we have pool vehicles, and pay a mileage allowance if you use your own);
- a willingness to see questions from the customer's perspective, and deal appropriately with enquiries;
- a practical, common-sense-based approach to problem solving;
- some familiarity with Portsmouth and the types of property we manage.

Some familiarity with facilities management would be ideal, but we will offer you training in this area.

Additional information:

If you have any questions, or would like an informal discussion about the role, please call Chris Wotton on 079 5843 4904

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

