

**BOROUGH OF NEWCASTLE-UNDER-LYME**

**JOB DESCRIPTION**

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| <b>Job Title:</b> Property Support Assistant                   | <b>Grade:</b><br>6                        |                                      |
| <b>Directorate:</b> Commercial Development and Economic Growth |   |                                      |
| <b>Service:</b> Commercial Development and Economic Growth     | <b>Business Unit:</b> Property and Assets |                                      |
| <b>Post No:</b>  | <b>JE Ref:</b>                            | <b>Date of Issue:</b><br>August 2024 |
| <b>Responsible to:</b> Senior Commercial Property Surveyor     |   |                                      |

**Main Purpose of Job:**

To provide administrative support to the Property and Asset Section to ensure the efficient and effective delivery of the services to our business tenants and community users. Supporting the team with property and building surveyor transactions and liaising with contractors and customers to ensure the delivery of repairs and small scale refurbishments.

**Main Duties and Responsibilities:**

1. To assist the professional valuation staff of the Property and Asset function in the day-to-day management of the Council's land and property assets.
2. To undertake general clerical and administrative duties in relation to the Property and Assets function and the service generally, as required.
3. To provide input to, and retrieve data from, any computerised or manual information systems provided in support of the Property and Assets function and/or the service generally.
4. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policies and procedures as they relate to the duties and responsibilities of the post.
5. To undertake any appropriate training as required.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post.

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7. To support the team with any site visits as necessary, including taking utility meter readings.

### **General**

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To contribute to the production of any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
7. To be familiar with the obligations and requirements of the Council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.
8. To be aware of and adhere to the Council's Safeguarding Children and Adults at risk of abuse and neglect policy.

**This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder, and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.**

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