

Oxford City Council

Building a world class city for everyone

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Career Opportunity

Job Title	Surveying Property Management Apprentice (Graduate Level)
Job reference	001912
Service Area / Directorate	Corporate Property
Salary and Grade	G4: £23,333 with possible progression to £24,044 per annum year 2 (pro rata for part time)
Contract	2 Year Fixed Term from September 2021
Hours per week	37
Location	Work from home/ Oxford - St Aldate's Chambers

The role

Are you looking to develop a career in Property Management? Are you inspired by working as part of an ambitious team of professional surveyors and working across the Council providing a variety of property related information? If YES then read below about the fantastic opportunity Oxford City Council has for a Surveying Property Management Apprentice (Graduate Level) to join their Asset Management team.

This Apprenticeship is an exciting and unique opportunity to gain experience working across the service and partnering internal and external stakeholders. You will have a degree in a property related subject and committed to training and learning on the job. Having an eye for detail and wanting to develop towards learning about complexities of the Council's property portfolio (approx. 750 property assets). Following training you will manage a small portfolio, under supervision, which would include granting licences and leases over Council owned land and property, service charge reconciliation and reading leases.

You will need to have a thirst for developing your knowledge and experience whilst working towards achieving RICS qualification. In return the Council can offer training and development as you begin your career in Property Management including the opportunity to develop further with our career grade scheme as you continue to develop with Oxford City Council.

About us

Oxford City Council prides itself on delivering high quality, cost effective public services. Oxford is a world class city and the Council has high aspirations for its services and employees. We are a multi-award winning Council and in May 2017 we were re-accredited at Gold level for Champion IiP status. Our other awards include the Institute of Revenues Rating & Valuation (IRRV) 'Excellence in Innovation (General)' winners 2017, Oxfordshire Environment Partnership (OEP) 'Best Food Waste Reduction and Collection System', and several 'Team of the Year' national and regional awards across our Service Areas. This builds on our previous success in achieving 'Council of the Year' in 2015. We are accredited with the Customer Service Excellence Quality Mark which helps us to ensure that the customer is always placed at the heart of everything we do.

With over 700 staff dedicated to delivering the best service possible to our communities this is an exciting time to be working in Local Government. We focus on improving outcomes for local people and you might be surprised at the range and quality of the services we provide.

We offer a fantastic range of staff benefits that include generous holiday (from 28 days a year plus bank holidays), local government pension scheme, subsidised leisure membership, discounted travel and flexible working in many roles. We offer well-defined opportunities through our learning and development programme. We also have an employee wellbeing programme, an employee assistance programme and support via our dedicated occupational health service.

How to apply

More information is available on the role profile document. Please read this document to ensure that you meet our requirements. More information about working for the Council, our values and vision, is available on our web site.

Applications should be made via our online application system (no CVs please).
For further information and how to apply online, please visit www.oxford.gov.uk
If you are unable to access our website please call **01865 252848**.
Note: For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history. Please ensure you explain any gaps in your work history. **Coronavirus information: It is intended to conduct interviews via a video conferencing platform such as Zoom or Jitsi; please contact us if this is not an option for you. For most roles the successful applicant will be expected to work from home for the immediate future. You should ensure that you have reliable and secure wifi access; a suitable workspace and are prepared to undertake distance learning and training.**

Closing Date: 13 June 2021 Late applications will not be processed
Interview Date(s): Week commencing 05 July 2021 and 12 July 2021

For an informal discussion about the post please contact Chris Wood, Corporate Assets on 07795 644960 email cwood@oxford.gov.uk

Important addition to the selection criteria further below:

As part of our recruitment process Oxford City Council collects and process personal data relating to job applicants. For some roles we may share information with external partners or specialists involved in the recruitment process. This applies to our Apprentice roles where Apprenticeship Providers (Collages & Universities) are required to carry out eligibility and assessment checks for enrolment purposes. **Where required these checks form part of the selection criteria set out below and no formal offer will be made until successful passing of the chosen College Apprenticeship qualification eligibility checks.**

Please read our recruitment [privacy notice](#) before submitting your application

We are an equal opportunity employer:

We value the diversity of our people and actively seek to have a workforce that represents the rich diversity of the community we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas, and would particularly welcome applicants from BAME communities. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.





Role Profiles

Role information

Job Title	Surveying Property Management Apprentice (Graduate Level)	Position No.	HR use only
Position type	2 Year Fixed Term from September 2021	Hours per week	37
Grade and Salary Range	G4: £23,333 with possible progression to £24,044 per annum year 2 (pro rata for part time)		
Location	Oxford		
Service Area / Directorate	Corporate Property		
Responsible To	Corporate Assets Manager	No. of employees	N/A
Budget (£)	N/A	Assets	750
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is not politically sensitive		

Role purpose

- To work on various projects within the service for property related advice to increase efficiency and introduce more innovative ways of working.
- To assist in providing technical input in relation to both internal and external property enquiries, property title, covenant and lease terms and liaising with commercial property tenants as required.
- Develop and support problem solving in respect of property queries, Freedom of Information requests involving working to strict deadlines. Inputting and maintenance of the property asset management data, together with collecting information from colleagues to inform such advice to clients relating to land and property matters.

Role responsibilities and main duties

Full commitment to achieving RICS qualification and with full training and support become a key team member that is able to:

- Develop a career in property management through learning on the job and undertaking relevant qualifications with support from the Corporate Assets team.
- Assist the management of the Council's investment and operational property portfolios.
- Develop to manage a small portfolio, under supervision, which may include granting licences / leases over Council owned land and property.

- Develop to assist in providing technical input in relation to both internal and external property enquiries, in relation to property title, covenant and lease terms and liaising with commercial property tenants.
- Problem solve in respect of property queries, Freedom of Information requests involving working to strict deadlines.
- Inputting and maintenance of the property asset management data, together with collecting information from colleagues to inform such advice to clients relating to land and property matters.
- Assist with the compilation and maintenance, (including major revision and computerisation), of the detailed records of all OCC Properties (approx. 750 property interests including, leases, easements, wayleaves, over-riding interests, encroachments, and other property related information such as land terrier ownerships, Freedom of Information requests often with strict and competing deadlines.
- Assist under supervision as required with property inspections, interpretation and recording of title deeds, conveyances, leases and estate documents for restrictive covenants, repairing covenants, assignments/sub-letting obligations, boundary responsibilities, pre-emption rights and other legal and contractual obligations.
- Assist with recording “Change Control” for “property change events” including inputting into Uniform system, or such future property management systems adopted by OCC.
- Working as part of a team of professional surveyors and across the Council providing a flexible approach to a variety of support as required.
- Assisting with the preparation of schedules of data, and ownership records and other records as required for circulation and use by the team, other Council departments, Elected Members, and individual public enquiries as required.
- Shadow and support surveyors with input on projects such as Zero Carbon 2030 initiative as required.
- Assisting with the co-ordination and operation of the perpetual diary of “Lease/Tenancy Events” and liaison with the team.
- Assisting the team with technical support such as raising invoices on OCC’s P2P system as instructed
- Demonstrate and promote excellent customer care skills and behaviours.
- Work in a flexible manner including outside of office hours on occasions when required.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Educated to degree level standard in property related subject or equivalent.	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Demonstrates an interest in property related matters.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>

Good ICT skills, including Microsoft packages.	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A basic knowledge of property ownerships/ land law/ landlord and tenant commercial property.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Desire to seek out personal development opportunities and contribute to own learning and development.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a multi-disciplinary professional property team with good interpersonal skills.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Good verbal and written communication skills to develop effective partnerships with internal, external stakeholders and customers.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Able to take responsibility for own workload, complete tasks without supervision and to be competent and independent in decision making.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure, multitask and use your own initiative, Demonstrating a can-do attitude with attention to detail.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ability to interrogate and analyse data to report on relevant information.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Desirable Criteria

A I T D

Experience of using computerised databases systems	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
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Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.