



## **WESSEX RESERVE FORCES AND CADETS ASSOCIATION**

### **JOB DESCRIPTION – EXECUTIVE OFFICER WORKS AND ESTATES**

**Job Title:** Executive Officer Works & Estates  
**Reporting To:** Head of Estates  
**Grade:** Crown Servant D

#### **Main Responsibilities and Duties**

The Executive Officer (Works and Estates) provides day-to-day Administrative and Estates Management support to the Works and Estates Department. Outline tasks are as follows:

- Administration of all estate property holdings, leases and lettings, maintaining accurate and up-to-date records across the estate, including assisting with rent reviews, lease renewals and new agreements/terminations.
- Undertake estates role/lead on acquisitions and disposals (freehold and leasehold) liaising with Heads of Establishment and internal/external customers and stakeholders including the Defence Infrastructure Organisation as required.
- Liaison with legal and property consultants and all stakeholders and customers on estate matters.
- Procure professional and legal services, raise procurement orders and manage invoices within budget and delegation.
- Liaise with the Works Officers to advise on Estates issues affecting the maintenance of the estate.
- Data input, maintenance and updating of in-house management information systems and management plans, including the estate terrier system.
- Management of non-domestic rates work ensuring accounts are closed when properties are vacated; apply for empty property/charitable/mandatory/discretionary relief where required.
- Provide information on the Estate to the District Valuer/Valuation Office when requested and provide liaison with sites to facilitate Valuation Officer visits.
- Assistance on all Project REVIVE/Future Defence Infrastructure Strategy works administration particularly in relation to Module L ( Land Management Systems ) as a member of the RFCA Module L delivery team.
- Manage the RFCA consultant on provision of agreements for Masts and Towers across the estate including raising procurement orders, managing invoices/receipt of income and identification of income generation opportunities.
- Liaison with the FM department to provide advice on hiring-out RFCA accommodation (Alternative Venues (AV)) and to identify income generation opportunities. Prepare invoices relating to third party use of the estate and provide financial support (with Works AO) to meet the Department's financial and budgetary requirements.
- Management of the Wessex rural estate including liaison with the RFCA consultant and other stakeholders. Raising procurement orders, managing invoices/receipt of income and identification of income generation opportunities. Arrange and attend meetings with tenants and other parties, providing secretarial cover when required.
- Provide administrative support to the Department including assistance on statutory and mandatory projects, when required.

- Receive, process and order works requests from the customer, within delegation and when required.
- Process works invoices, checking works are complete and chase invoices for outstanding works sorting out any queries that may arise, when required.
- Provide annual rental forecast bids to Finance Officer for scrutiny.
- Assist Works Officers with administration and updating of Baseline condition surveys by providing information on estates issues that incur a financial or other works liability.
- Co-ordination of the administrative requirements of the Department.
- Respond to general telephone and helpdesk queries. Provide cover for help desk when required.
- Monitor and maintain the filing systems for the Department.
- Arrange internal/external meetings taking and distributing minutes as required.
- Provide cover for the Works AO as required.



**WESSEX RESERVE FORCES AND CADETS ASSOCIATION**

**PERSON SPECIFICATION – EXECUTIVE OFFICER WORKS AND ESTATES**

Criteria	Standard	Requirement *
<b>Knowledge/ Experience</b>	Experience of working in an office environment	E
	Knowledge of property and leases	E
	Knowledge of property related issues	E
	Experience of performing rent reviews and lease renewals	E
	Experience of using Microsoft Excel, Outlook and Word	E
	Experience of using the Symphony MIS	D
	Experience of using property management databases/terriers	E
<b>Skills</b>	Excellent verbal and written communication skills	E
	Excellent organisational skills	E
	Able to prioritise and manage workload	E
	Work with minimal supervision where necessary	E
	Work as part of a team	E
	Deal confidently with a diverse range of people	E
	Computer literate	E
<b>Qualifications</b>	Hold a full and clean driving licence	D
	Passes at GCSE Standard Grades or equivalent in five subjects at C Grade or above, including English,	E
<b>Attitude</b>	A self-motivated, positive and highly organised individual, with a flexible approach to work	E
	Honest and reliable	E

<b>Key *</b>	
Requirement:	E = Essential. D = Desirable.

