



Ipswich Borough Council
Job Description: M71

Property Administrator

Main Purpose of Job

To provide administrative support to the Property Service Team to effectively manage and deliver successful outcomes for the Council.

Main Duties

1. To provide advice and guidance on the day to day management of Council owned land & property, projects and programmes.
2. Undertaking administration for the programme and projects including organisation of meetings, diary management, manage key booking system, minute taking and meeting follow up.
3. Assist with the organisation of events including promotion, publicity, consultations and briefings.
4. Day to day responsibility for accurately maintaining property records, communication and consultation work including newsletters, FAQ's and email updates.
5. To input data and update any relevant property/asset management systems as required.
6. To build effective relationships with the other Property team members, in order to ensure the effective delivery of key policies and objectives.
7. To contribute feedback at the end of each project to help develop lessons learned and improve the project approach at the Council.
8. To work with the other members of the team to understand the wider context and to help to shape the overall function to meet the changing customer demands.

9. To be responsible for Continuous Professional Development (CPD) in own specialist / professional area in order to remain abreast of new developments, local and national issues and also maintain comprehensive CPD records.
10. Such variations as may be required from time to time without changing the general character of the duties show or the level of responsibility entailed.



Person Specification

IPSWICH Job Title: Property Administrator
BOROUGH COUNCIL

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<p>A Level or equivalent qualification or administration qualification.</p> <p>Evidence of continuing professional development.</p>	<p>Maths & English A-Level at grades A-C or equivalent.</p>	<p>Application form / Certificates</p>
Relevant experience	<p>Experience of working in a property or project environment.</p> <p>Proven experience of maintaining accurate manual and electronic records and filing systems and giving attention to detail.</p> <p>Previous experience of delivering excellent customer focused service.</p> <p>Demonstrable experience of producing user friendly procedures, processes and guidance to build resilience across the team and ensure continuity of service.</p> <p>Knowledge of MS word/excel/outlook at intermediate level e.g. to compile emails, reports and spread sheets.</p>	<p>Previous experience in use of property management systems.</p>	<p>Application form / interview</p>
Specialist knowledge	<p>Knowledge of organisation structures.</p>	<p>Knowledge of property services i.e. renewals, landlord/tenant issues/lease negotiations.</p>	<p>Application form / interview</p>
Personal Skills	<p>Ability to communicate effectively with people at all levels, both verbally and in writing.</p> <p>Team worker, but able to use own initiative to prioritise and</p>		<p>Application form / interview</p>

	<p>manage own workload and make decisions.</p> <p>Ability to be adaptable and work flexibly with colleagues in order to prioritise and provide support across projects.</p> <p>Proven excellent organisational skills.</p> <p>Ability and willingness to learn new skills, actively seeking ways of providing a multi-functional approach to project support.</p> <p>Understanding own capabilities within the job role and knowing when to refer queries to senior colleagues.</p> <p>Ability to work well, under pressure and an ability to set realistic personal deadlines.</p> <p>Demonstrate a customer focused and responsive approach that improves service delivery.</p> <p>Ability to work collaboratively building trust and confidence.</p>		
<p>Special working conditions</p>	<p>Required to be flexible with working hours around deadlines.</p> <p>Ability to work in a very busy/pressurised ever changing environment.</p>		<p>Application form / interview</p>