

## Role Profile

<b>Role Title</b> (External)	<b>Project Officer – Disposals &amp; Acquisitions</b>		<b>Directorate</b>	<b>Development</b>		<b>Location</b>	<b>The Johnson Building - Farringdon</b>
<b>Reports To</b>	<b>Senior Project Manager</b>		<b>Direct Reports</b>	N/A			
<b>DBS Check Required</b>	No	<b>If Yes for DBS check, which level is needed?</b>		<b>Function / Team</b>	<b>Disposals &amp; Acquisitions</b>	<b>Date of Profile</b>	3/12/2019
<b>Overall Responsibility:</b> <ul style="list-style-type: none"> <li>Responsible for delivering activities that contribute to securing property vacant possession on regeneration and residential development projects through CPO and negotiated buy back.</li> <li>Deliver operational arrangements of void properties held for regeneration projects through guardian arrangements and market rent.</li> <li>Support the delivery of the Growth &amp; Investment Strategy and Stock Rationalisation Strategy.</li> </ul>							
<b>Key Responsibilities and Outcomes</b>							
<ul style="list-style-type: none"> <li>Responsible for leaseholder negotiations delivering required outcomes within agreed programme, formal offer documents (where applicable) and budgets.</li> <li>Assist with managing Guardian and Market Rent portfolios, maximising income and minimising void loss (including operational delivery of voids for both contracts).</li> <li>Assist with delivering against agreed annual budget &amp; performance in relation to income, expenditure, voids and satisfaction.</li> <li>Ensure maintenance and repair works at properties held for Guardians and Market Rent are delivered.</li> <li>Prioritise health &amp; safety, compliance and risk monitoring, specifically in relation to guardian and market rent properties, ensuring properties are well managed and provide a safe environment for all. Reporting any compliance and risks to Senior Project Manager / Head of D&amp;A immediately.</li> <li>Assist with delivering disposals including options appraisals, liaison with prospective purchasers, Valuers and solicitors (overseeing conveyance process)</li> <li>Build great relationships with stakeholders, both internal and external, promoting collaborative and positive working processes and a culture of customer service excellence.</li> <li>Ensure that MTVH meets all its contractual, statutory and regulatory obligations (including HE and GLA funding conditions).</li> <li>Follow internal procedures such as updating relevant progress reports, cash-flows, record keeping (in-line with GDPR guidelines) etc.</li> </ul>							
<b>Personal Competencies</b>				<b>Skills / Experience / Knowledge</b>			
<ul style="list-style-type: none"> <li>Ability to work in a team and on own</li> <li>Ability to communicate at all levels</li> <li>Display professionalism at all times</li> <li>Results-orientated with an understanding of issues relating to housing and asset management</li> <li>Excellent at building networks and building sound external and internal relationships with relevant partners</li> <li>Self-motivation with a positive attitude and the ability to work on own initiative</li> </ul>				<ul style="list-style-type: none"> <li><b>Experience of residential development, asset management and stock rationalisation projects, working with multi-disciplinary teams for a Housing Association, Developer, Housebuilder, Investor or similar</b></li> <li><b>Demonstrable experience of property conveyance, valuation, tax, CPO and Landlord &amp; Tenant Act</b></li> <li><b>Demonstrable experience of property &amp; sales negotiation</b></li> <li><b>Good working knowledge/understanding of the valuation process and principles</b></li> <li><b>Ability to understand information requirements and deliver accordingly to enable business reporting</b></li> <li><b>Proven experience of managing suppliers and contractors, including challenging where appropriate</b></li> </ul>			

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	<ul style="list-style-type: none"><li>• Good IT literacy skills (Microsoft Word, Excel, Powerpoint) with the ability to create, update and formulate complex spreadsheets to deliver information in appropriate formats</li></ul>
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### Other Requirements:

- Must have own transport and be happy to use this for work purposes
- Ability to undertake out of hours work, sometimes during the evenings and at weekends