

## MTVH ROLE PROFILE

Date: December 2019

Role Title (External)	Project Officer – Disposals & Acquisitions	Directorate	Development	Location (based)	Farringdon, EC1N 8JS
Reports To	Senior Project Manager	Function / Team	Regeneration	Geographical Spread	
Direct Reports (Number)	None	Budget Sign-Off Approval Level	N/A	Suitable for Agile Working Options	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
DBS Check Required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  If Yes for DBS check, which level is needed? Enter statement below as applicable.			Driving Licence	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
				Insurance check required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

### Overall Responsibility:

- Responsible for delivering activities that contribute to securing property vacant possession on regeneration and residential development projects through CPO and negotiated buy back.
- Deliver operational arrangements of void properties held for regeneration projects through guardian arrangements and market rent.
- Support the delivery of the Growth & Investment Strategy and Stock Rationalisation Strategy.

### Key Responsibilities and Outcomes

- Responsible for leaseholder negotiations delivering required outcomes within agreed programme, formal offer documents (where applicable) and budgets.
- Assist with managing Guardian and Market Rent portfolios, maximising income and minimising void loss (including operational delivery of voids for both contracts).
- Assist with delivering against agreed annual budget & performance in relation to income, expenditure, voids and satisfaction.
- Ensure maintenance and repair works at properties held for Guardians and Market Rent are delivered.
- Prioritise health & 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&A immediately.

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- Assist with delivering disposals including options appraisals, liaison with prospective purchasers, Valuers and solicitors (overseeing conveyance process)
- Build great relationships with stakeholders, both internal and external, promoting collaborative and positive working processes and a culture of customer service excellence.
- Ensure that MTVH meets all its contractual, statutory and regulatory obligations (including HE and GLA funding conditions).  
Follow internal procedures such as updating relevant progress reports, cash-flows, record keeping (in-line with GDPR guidelines) etc.

Personal Competencies	Skills / Experience / Knowledge
<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>• Experience of residential development, asset management and stock rationalisation projects, working with multi-disciplinary teams for a Housing Association, Developer, Housebuilder, Investor or similar</li><li>• Demonstrable experience of property conveyance, valuation, tax, CPO and Landlord &amp; Tenant Act</li><li>• Demonstrable experience of property &amp; sales negotiation</li><li>• Good working knowledge/understanding of the valuation process and principles</li><li>• Ability to understand information requirements and deliver accordingly to enable business reporting</li><li>• Proven experience of managing suppliers and contractors, including challenging where appropriate</li><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>

### 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