



Land and Wayleave Officer

Level:	Grade 7
Team:	Homes and Property
Line Manager:	Commercial Management Surveyor
Responsible for:	

About the Job

- Participate as part of a team in the management and provision of a comprehensive, effective, and efficient professional Commercial Property and Land service, adhering to and understanding new and existing legislative and/or regulatory requirements, with responsibility for management of the commercial estate, land encroachments, wayleaves, enquiries, allotments, and disposals

You'll be trusted to

- Under supervision of management advise the Vico Homes Executive Team (VET), individual Board members, and the company on relevant issues, preparing reports for meetings
- Take ownership and responsibility to provide a comprehensive, effective, and efficient land and wayleave management service
- Lead in the creation of a land database that captures all transactions for wayleaves, acquisitions, disposals, easements, and valuations
- Be the main point of contact for all Broadband providers and deal with wayleave applications on single and multiple dwelling units, Independent Living Schemes, and high-rise buildings
- Ensure Code Operators comply with the Electronic Communication Code when working on Vico Homes land and property
- Take responsibility for encroachments and recording of land and the development and maintenance of an asset register as required by the company's financial regulations
- Assist in developing new projects to expand and improve the asset and land portfolio and take responsibility on non-standard transactions
- Ensure that the asset and land portfolio is managed in line with the Commercial Property Strategy and contribute to new policy initiatives as required
- Develop, maintain, and update the company's homes and land register, in accordance with the company's financial regulations assisting with the production, implementation and control of effective and efficient manual and computerised record systems
- Be accountable for the controlling of costs and working to budgets minimising waste and achieving value for money

- Provide management information (MI) in relation to individual cases as required including financial implications of encroachment action and maintain suitable records and case histories
- Be accountable to produce Heads of Terms for transactions including non-standard transactions under the guidance of colleagues
- Liaise directly with internal teams on all matters relating to property and land transactions ensuring compliance with the organisations Financial Regulations and Delegated Framework (FRDF), legislative best practice, Royal Institute of Chartered Surveyors (RICS) best practice and all regulatory requirements
- Liaise with colleagues to resolve boundary disputes and provide professional advice
- Prepare legal 'under offer' letters, general correspondence, reports, transaction reports and property and land transaction instructions in accordance with legislation, company standing orders, codes of conduct/practice and all relevant policies and procedures
- Agree, monitor, and deliver targets for specific projects, tasks, or ongoing areas of work for which the post holder has accountability and responsibility
- Take responsibility for the collation and analysis of statistical information including efficiencies, KPIs and (VET) updates presenting them in the most efficient and effective way
- Obtain quotations for refurbishment or repair work in accordance with legislation, company standing orders and codes of conduct/practice using ProActis and manage and supervise contractors in accordance with policies, procedures, and regulations
- Provide estate management and valuation advice on behalf of Vico Homes and to Senior Management and the company as required
- Assist in the provision of information for draft Cllr, MP enquiry and Stage 1 responses along with undertaking responses to informal complaints
- Chair, arrange and/or attend meetings with colleagues, stakeholders, partners, external agencies, and other organisations regarding sole transactions on behalf of Vico Homes
- Assist the Property Management Officers to undertake annual property inspections to identify any health and safety issues, lease breaches, encroachments, or legislative and/or regulatory breaches
- Co-ordinate and manage a personal caseload of general enquiries, acquisitions, wayleaves, disposals, and valuations of land
- Undertake any other duties appropriate with the overall purpose of the job and grade

Who you'll work with:

Internal: Vico Homes Colleagues, Board members (VET)

External: Vico Homes Customers, members of public, Councillors, MPs, government agencies, contractors, consultants, other registered providers, local authorities, partner organisations, landowners, developers, solicitors and agents

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at level 3 of the Regulated Qualifications Framework, such as A Level, Award, Certificate or Diploma	✓		AF / CQ
Decisive analytical and interpretation skills particularly of legal documentation	✓		AF / I
Self-motivated and able to respond effectively when under pressure to meet appropriate deadlines	✓		AF / I
Able to work in pressurised situations, whilst maintaining confidentiality at all times	✓		AF / I
Experience in land and property management	✓		AF / I
Good IT skills in the use of reporting tools and Microsoft Office such as Word and Excel	✓		AF / I
Evidence of effective communications with stakeholders, managers and colleagues	✓		AF / I
Able to work flexibly to meet the needs of the business	✓		AF / I
Hold a full valid UK driving licence with access to a vehicle and the ability to travel throughout the Vico Homes operating area as required on a daily basis	✓		AF / CQ
The post holder may be required to work outside normal office hours on occasion	✓		I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A willingness to work towards level 4 of the Qualifications and Credit Framework and/or RICS Associate Grade		✓	AF / I / CQ
Knowledge and experience of procedures, legislation, and data retention of Health and Safety requirements		✓	AF / I
Demonstrate an understanding of equal opportunities in service delivery		✓	AF / I
Able to present information in a logical and understandable format		✓	AF / I
Have a commitment to colleague development initiatives		✓	AF / I
Attend professional seminars as required and maintain a record of Continual Professional Development (CPD)		✓	I / CQ

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification