



JOB DESCRIPTION

REGENERATION & NEIGHBOURHOODS DEPARTMENT

JOB TITLE:	PROPERTY & PROJECT OFFICER
DIVISION:	ENVIRONMENT & NEIGHBOURHOOD SERVICES
GRADE:	Band 7
RESPONSIBLE TO:	PROPERTY & PROGRAMME MANAGEMENT TEAM LEADER
POST REFERENCE:	103103

Purpose of Post


To provide support to maintain effective administrative and financial services function in relation to Property & Projects.

Key Relationships

The Property & Project Officer is a member of a team led by the Property & Programme Management Team Leader within the Building Design & Construction Section under the direction of the Building Design & Construction Manager.

Main Duties and Responsibilities

1. Maintain an accurate and timely commitment accounting system in relation to property & projects.
2. Responsible for ensuring orders, creditor and debtor invoices and valuation payments have been processed in accordance with financial regulations and deadlines are adhered to.
3. Responsible for approving creditor and debtor invoices on the Council's financial recording system.

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4. Responsible for raising and issuing credit invoices through the Council's financial recording system.
 5. Assist in the preparation of accurate Financial Appraisals on a regular basis.
 6. Prepare and update Cyclical Maintenance Schedules on a regular basis.
 7. Issue regular project target reports to disciplines and update progress via return target reports.
 8. Assist in the preparation of Capital & Revenue Monitoring Reports.
 9. Assist in providing information in relation to performance and for benchmarking indicators.
 10. Assist in developing and maintaining a property & project management/costing system.
 11. Assist in developing and maintaining a system for recording and analysing questionnaires.
 12. Input, extract and collate information from computer and manual systems in support of the Building Maintenance function.
 13. Attendance at Training and Development courses for staff as required, and participation in schemes of assessment, professional development and review.
 14. Any other duties of a related nature which might reasonably be required and allocated by the Team Leader

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 09/01/19

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.