

## Role Profile

<b>Role Title:</b>	Portfolio Management Officer
<b>Department:</b>	Portfolio Management and Customer Experience
<b>Role Purpose:</b>	<p>To support the end-to-end administration of agreed property disposals.</p> <p>To provide administration support to the Portfolio Management team to develop stock option appraisals and cyclical and capital investment programmes.</p>
<b>Reporting to:</b>	Portfolio Asset Manager
<b>Responsible for:</b>	N/A
<b>Disclosure level:</b>	NA
<b>Role Level:</b>	Frontline Worker

<b>Key Role Responsibilities</b>	<ul style="list-style-type: none"> <li>• To support the Portfolio Management team in preparing business reports for asset disposals, stock appraisals and cyclical and capital investment programmes.</li> <li>• Prepare information and administer appropriate internal &amp; external IT systems for the purpose of selling properties at auction and/or to market properties through third party sources within the agreed timeline and quality standard.</li> <li>• Secure valuation reports and title reviews as appropriate</li> <li>• Liaise with external agencies and internal stakeholders (incl. Solicitors / Financial Advisers / Asset Management / Housing Operations / IT) and other third parties to ensure all property services are decommissioned and disposal processes adhered to, within a timely manner and to an auditable and complaint standard.</li> <li>• To effectively correspond with utility, council tax providers and any other third parties to ensure that they are notified upon legal completion of the new owners details when a single unit disposal property has completed.</li> <li>• To ensure property attributes are properly recorded on management systems as we change property use / hierarchies</li> </ul>
----------------------------------	--

<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Minimum 5 GCSEs passes or equivalent, must include Maths and English</li> <li>• Further / Higher education desirable but not essential</li> <li>• High degree of competency in MS Excel and Word required.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Social Housing and / or private property market rental services preferable although not essential</li> <li>• Working knowledge of property sale process in particular by way of an auction also preferred</li> <li>• Intermediate level experience of Word, Excel, Outlook and Internet</li> </ul>
<b>Role Specific Skills &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>• Ability to manage time and planning of work schedule</li> <li>• Ability to work collaboratively across a large organisation</li> <li>• Good communication skills including effective report writing.</li> <li>• Is concerned with minimising errors and continually checks for accuracy and completion</li> <li>• Consciously considers and chooses the most appropriate means of influencing to reach a specific outcome</li> <li>• Understanding and commitment to the principles of equality and diversity.</li> <li>• Pro-active and can-do attitude and a willingness to provide support as required in other aspects of portfolio management duties</li> </ul>