

Role profile



Job title:	Rural Estate Manager
Grade:	DP
Discipline:	Estates and Asset Management

Role purpose:

The Rural Estate Manager will be responsible for the management of the Rural Estate and all associated property as part of the Estates Team to develop and deliver strategy and policies in accordance with all relevant standards and legislation.

Accountabilities:

- 1) Manage the Rural Estate for local authority, acting as a conduit between the local authority and its tenants.
- 2) Manage existing lettings on the Rural Estate and actively seek opportunities for new lettings to maximise revenue.
- 3) Provide land agency advice including agricultural, residential and commercial property advice to clients, and prepare and present client reports.
- 4) Provide and deliver new policy for the Rural Estate.
- 5) Manage the Rural Estate budgets prudently.
- 6) Keep abreast of all changes in the law and statutory regulations relevant to the Rural Estate, and report these to the client and apply them to the Rural Estate, above and beyond personal RICS CPD.
- 7) Assist the team in managing the workloads in accordance with the agreed client strategy.
- 8) Assist in the provision of agricultural planning advice and preparing agricultural planning appraisals.
- 9) Observe and comply with systems and ensure that work commitments are undertaken on time, to budget, to target fee and to the satisfaction of the client.
- 10) Represent clients of the NPS Group as required at inquiries, tribunals, courts, appeals, arbitration and other significant related activities as required.
- 11) Carry out duties appropriate to a Rural Chartered Surveyor, including valuation to RICS Red Book standards.
- 12) Responsible for identifying new business opportunities.
- 13) Fee earning at 90% and contribute to the achievement of business plan objectives and targets.
- 14) This role requires frequent travel to other offices and sites as required.
- 15) Carry out duties appropriate to the grade.
- 16) Promote continuous improvement and deliver demonstrable high quality products and services, which embrace quality standards.
- 17) Demonstrate personal commitment to the Norse Way CSR strategy.

Qualifications:

- 1) Professional Chartered membership of the Royal Institution of Chartered Surveyors – Essential
- 2) Bachelor’s Degree or equivalent in a rural estate management related subject – Essential
- 3) Holds a current site card or is prepared to immediately attain - Essential
- 4) Fellowship of the Central Association of Agricultural Valuers – Desirable

Skills and knowledge:

- 1) Experience in a similar related role – Essential
- 2) Proficient in the use of Microsoft Office Suite – Essential
- 3) Familiar with relevant construction, health and safety legislation and the risks and hazards associated with asbestos – Essential
- 4) Knowledge of property valuation techniques - Essential
- 5) Knowledge of The Agricultural Holdings Act 1986, Agricultural Tenancies Act 1995 and The Arbitration Act 1996 – Essential

Competencies:


Improving for excellence	Level 3	Commercial focus	Level 2
Drive for results	Level 3	Customer focus	Level 3
Effective decision making	Level 3	Managing positive relationships	Level 3
Thinking with vision	Level 1	Leadership and development	Level 2

General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual’s responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

Creation date: 25 November 2017	
--	---

This role profile has been reviewed and validated by NPS Group – Human Resources.
Last updated: 25 November 2017