

DEVELOPMENT & ECONOMIC GROWTH PROPERTY SERVICES



JOB DESCRIPTION

Property FM Officer

Grade LS12	Post Number: 5109
Responsible to:	Facilities Management Surveyor – who will manage the work planning and day-to-day supervision of this role. Property Services Manager – who will have staff management and administrative control over this role
Job Objective:	To provide technical input and support to ensure the effective and efficient operation and delivery of the Property Services Facilities Management function.
Main duties and responsibilities:	1. Provide effective Facilities Management services for the Council's land and building assets, with key focus on reactive and planned maintenance activities to ensure compliance with all relevant statutory legislation and internal operational procedures and policies. 2. Instruct and co-ordinate works by suppliers/contractors in accordance with Standing Orders, including preparation of detailed tender and project documentation; undertaking relevant procurement activity including liaison with procurement partners; carrying out supplier checks; preparation of contract documentation and raising of purchase orders; scheduling, co-ordination, supervision and monitoring of service delivery/supplier performance against contract specification; settlement of accounts including processing of invoices and handling disputes. 3. To prepare and maintain accurate property management records in various forms; compile operational statistics, financial information and performance data for internal and external reporting purposes. 4. Liaison with public and private bodies, companies and individuals including commercial tenants regarding Property Services related matters using appropriate written and verbal forms. 5. Participate in the monitoring and review of expenditure budgets and assist activities to maximise property income and to mitigate loss/expenditure. 6. Engage with ongoing activity to streamline operational processes within the service area to improve efficiency including the recording and management of data. 7. Undertake activity to protect Council owned property assets ensuring that legal, financial and reputational interests are upheld. 8. Process and record FOI requests and responses.

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	9. Organise and prioritise own workload effectively to ensure individual and service area performance targets are met and resources are used efficiently.
	10. Undertake activities to ensure that property assets and undertakings remain compliant with statutory legislation.
	11. Ensure compliance with the Council's policies and regulations, in particular the financial regulations and standing orders.
	14. Undertake other relevant duties as may be required or directed by the Property Services Manager.
PREPARED BY: A Hutson	
DESIGNATION: Property Services Manager	
DATE: 26 October 2026	