



## Lyme Regis Town Council

### Job Description

|                     |                                 |                        |   |
|---------------------|---------------------------------|------------------------|---|
| <b>Job Title</b>    | Property and Projects Assistant | <b>Grade</b>           | SCP 17-22 (£28,770-£31,364)   |
| <b>Section</b>      | Office Staff                    | <b>Hours</b>           | 37 hours' per week  |
| <b>Reporting To</b> | Deputy Town Clerk               | <b>Working Pattern</b> | <ul style="list-style-type: none"> <li>• 18-month fixed-term contract</li> <li>• Monday to Friday, 9am-5pm with some occasional evening and weekend work</li> </ul> |

#### Job Purpose

- To ensure the town council's assets are managed and utilised to maximum benefit, that projects and objectives are delivered on-time and within budget, that the council operates in accordance with legislation and its approved policies are implemented.
- To assist the deputy town clerk in the delivery of his responsibilities.

#### Main Duties

- To work with the deputy town clerk to manage and control budgets, assets and resources; in particular, to assist on all major property and asset-related strategy and investment projects and objectives and to ensure proper financial control and performance management measures are implemented and adequate performance and other data is maintained on issues such as rates of return, etc.
- To liaise with the council's commercial and other tenants and to assist with the carrying out of lease renewals and rent reviews.
- To help maintain and update all the council's property and asset-related records and information and to ensure compliance with all relevant legislation, including the Local Government Transparency Code 2015.
- To assist on matters relating to strategic and local planning and development and on issues relating to strategic and public transport and other infrastructure issues, including community infrastructure levy.

#### Supervision

- None

#### Contacts

- Members of the public
- Council commercial and other tenants
- Elected members
- LRTC staff
- External consultants and contractors

- Partner organisations, stakeholders and statutory authorities

### **General**

- This job description contains the principal duties relating to this post and does not describe in detail all the tasks required to carry them out.
- Duties may vary from time-to-time without changing the character of the post or the level of responsibility.

### **Special Notes Or Conditions**

- The post holder will be expected to work some evenings, weekends and bank holidays.