**Rural Estate Officer**

**HERTFORDSHIRE COUNTY COUNCIL**

Ref: HCC19838; Location: Hertford; Directorate: Resources; Salary Range: £28,226

Diversity: We are an inclusive employer and value a diverse workforce

**Job Duties:**

Hertfordshire County Council are looking for an enthusiastic individual to work within their expanding Rural Estates team.

This is an exciting opportunity to be a key player in the management of this very diverse rural property portfolio. The Rural Estates unit are responsible for the County Council’s 10,000+ acres of rural property assets spread across Hertfordshire. These assets include farms, agricultural land, village greens, telecoms, commercial and residential properties.

Your work will be both interesting and challenging with no two days the same. Your focus will be on the day to day management of your part of the rural property portfolio such as undertaking rent reviews, re-lettings, inspections, lease negotiations and much more. However, there is also a chance to get involved with the exciting Sustainable Hertfordshire project, where a lot of the key deliverables have rural estate involvement.

You will also be joining the team at an exciting time having just kick started our latest strategic review. Your role will be key in delivering our new objectives and ensuring the Estate is fit for any future challenges on the horizon.

You will have a passion to work within the rural sector and knowledge of rural property lettings, land management, agriculture, environment schemes, countryside issues and the associated legal agreements. You will have excellent interpersonal skills with the confidence to communicate effectively and build positive relationships with colleagues, tenants, contractors, and other internal and external professionals.

The team’s office base is Hertford; however, we actively encourage flexibility in working hours and remote working up to 5 days a week.

You will be educated to degree standard ideally in a rural property related discipline and have recently passed your APC or have the qualifications to pass the APC on the rural pathway in the near future.

You will hold a valid licence to drive in the UK and have your own car. You will be required to travel across Hertfordshire to visit the Estate.

In return we can offer you generous annual leave entitlement, flexible working arrangements, excellent pension and salary whilst working for an organisation that values its employees and invests in training and career development opportunities.

As part of the application, you will be required to complete a full supporting statement providing examples to demonstrate your experience and suitability in the areas listed at the bottom of the job outline. If you do not complete a full supporting statement your application will be rejected.

For an informal discussion regarding the role, please contact Emma Chapman on 01992 556246.

**Closing date: Monday 4 July 2022**.

Interview date: To be confirmed.

Benefits of Working for HCC:

* Flexible Working Arrangements (depending on the role)
* Excellent Career Development
* Salary Exchange for Additional Benefits
* Excellent Pension Scheme with Employer Contributions
* Shopping Discounts
* Support Groups & Wellbeing Schemes

**Application Information**

**How to Apply:**

Please click [here](https://www.hertfordshire.gov.uk/statweb/jobs/job-details.html?nPostingId=87562&nPostingTargetId=143100&id=QY6FK026203F3VBQBV7V4F6GJ&LG=UK&mask=newexternal) and follow the 'Apply for Job' button at the bottom of the screen. As part of the application, you will be required to upload your most recent CV ensuring gaps in employment have been addressed and includes your current, or most recent, employer. You are also asked to provide a supporting statement which is your opportunity to evidence how your skills, knowledge and experience match what we are looking for based on the Person Specification area of the attached Job Outline. If you do not supply a supporting statement, your application will be rejected.

**Driving Roles Only**: As part of this role, you will be required to travel to other HCC Sites/Residences either using your own mode of transport or a company car. In light of this, the ability to drive and/or travel around the County is required for this role - a DVLA check will be required on appointment.

**Overseas Applications**: We will accept applications from all applicants who already have an established right to work in the UK. Unfortunately, we are unable to provide sponsorships for this post

**Additional Information:**

**English Fluency**: The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

Disability Confident: We are proud to be a Disability Confident employer and guarantee an interview to anyone disclosing a disability whose application meets the minimum criteria for the post.

**Why Hertfordshire**: Watch our ‘Why Hertfordshire’ video. Our staff use their own words to tell their story and share their experiences of what it is like working here. Take your next step in your career.

Hertfordshire County Council is currently undertaking a review of its pay structure and terms and conditions. The council is undertaking this review as part of its commitment to continuing to be an employer of choice, by ensuring that its pay and terms and conditions are relevant to future working practices. You can read more about this on our [website](https://www.hertfordshire.gov.uk/home.aspx)