

Job description - Estates Administration Officer (PB6B)

Job summary

The post is a varied one and will be based at Kings House in Lyndhurst. The role is within the Estates team who deal with all the queries relating to the letting of various aspects of the Public Forest Estate across the south. You will be an integral part of a team of 11 and report to the Area Land Agents. You will need to be comfortable with lone working as well as working as part of a team and be prepared to tackle a varied workload which deals primarily with administrative matters including administering New Forest access licences, using in-house financial and mapping software, preparing invoices, recurring billing and dealing with all manner of administrative enquiries.

Key responsibilities & accountabilities

To provide a high level of administrative support in a professional manner to the Land Agents responsible for managing the Public Forest Estate across the South District as well as occasional administrative support to the other teams in the District. Including but not limited to:

- Administering New Forest Licences and templates for access and other utility services, parking and Dorset Wicket Gate Licences. Generating Licences, plans and other related documents
- Proactively researching and identifying licence requirements and opportunities through site visits, Right Move, Land Registry, Planning Applications and other channels.
- Working and liaising with colleagues and other stakeholders i.e. Solicitors, homeowners, estate agents, Utilities agent, NFDC relating to Licence requirements.
- Reporting and recording encroachments where identified and working with Estates Officer and Verge Restoration Officer to identify verge restoration opportunities, recording & maintaining DT Restoration Works Schedule. Attending Verge Restoration Meetings.
- Aspects of finance, raising new customer accounts and invoices and monitoring payments.
- Maintaining all related files/spreadsheets records on SharePoint, Forester Web and seeking to rationalise and streamline where possible.
- Recording and maintaining new and existing Licences, Wayleave Agreements and other records on in house SharePoint/Forester Web systems and files.
- Monitoring house rent review dates using in house system, maintaining all relevant files and keeping Task Manager and Forester Web updated.

Location-specific information

Based at Kings House in Lyndhurst, SO43 7NH.

Skills, knowledge & experience

Essential professional and technical experience

- Experience working within a busy office environment.
- Strong literacy and numeracy skills.
- A sound working knowledge of Microsoft Office (Word/Excel/Outlook/Teams mostly) and other applications such as SharePoint.
- Good communication skills - both written and verbal.
- Knowledge and experience in the use of financial applications.
- Excellent organisational ability and to be able to organise others.

Desirable professional and technical experience

- Knowledge and experience in the use of mapping applications.
- Knowledge and experience of the conveyance process would be advantageous.