

Directorate: Environment and Housing

Job Title: Leasehold Officer

Name: (Manager): Tom Finch

Date: 10th April 2015

Designation: Head of Housing Contracts

Is this a new post? Yes

Is there a person currently occupying this post?

No

Has this post been submitted to Job Evaluation before?

No

If so, please provide the internal File Reference Number that was provided by the JE Team:

JE Ref:

Please put a cross in the most appropriate box that applies to the duties of the post. The form needs to be attached to the job description and returned by e-mail to the Job Evaluation Team.

1. Physical Skills

Does the job demand precision and speed when typing or writing reports or using special software packages	Basic reports.	Yes	x	No	
	Reports that go directly to Board Level /equivalent with minimum checking.	Yes		No	x
	Use Specialist software?	Yes		No	x
	Please list below any software packages you regard as 'specialist'. <i>n.b.</i> Microsoft Office packages would not be regarded as 'specialist'.				

2. Mental Demands

Does the job regularly involve concentrating on visual or aural activities (e.g. typing word processing, data input, supervising children), for:	Short Periods (up to 1 hour).	
	Medium periods (between 1-2 hours).	
	Lengthy periods (more than 2 hours but less than half a day).	x
	Prolonged periods (most of the day or more).	
Does the job regularly involve checking documents for completeness and/or accuracy, for:	Short Periods (up to 1 hour).	
	Medium periods (between 1-2 hours).	
	Lengthy periods (more than 2 hours but less than a full day).	x
	Prolonged periods (most of the day or more).	

Does the job regularly involve concentrated mental attention for preparing and presenting reports, including calculations, for:	Short Periods (up to 1 hour).	
	Medium periods (between 1-2 hours).	
	Lengthy periods (more than 2 hours but less than half a day).	x
	Prolonged periods (all or most of most of the day).	

What work related pressures are placed on the job holder via interruptions and conflicting demands (that would impact on the job holder's ability to meet deadlines)? <i>n.b.</i> Answering general phone calls is not regarded as an interruption.	Some (job holder attention could be diverted for short periods).	x
	Considerable (interruptions have a direct impact on the ability of the job holder to meet deadlines but the job holder would still generally have the time to concentrate on one task over a morning or afternoon).	
	High (job holder experiences interruptions which add to the job holder's workload creating new conflicting deadlines).	
	Very High (frequent interruptions which add to the job holder's workload creating many new conflicting deadlines).	

3. Responsibility for Supervision

Does the job regularly involve advising, instructing, checking work or training other employees?	Yes		No	x
Does the job involve direct supervision of staff (i.e. co-ordination of training / development, allocation of work, checking work)?	Yes		No	x
Does the job holder also carry out the appraisals of the staff they are supervising?	Yes		No	x
Does the job involve managing/appraising a large no of employees (i.e. 50 +) across more than one work place?	Yes		No	x
Please specify the number of employees this post supervises.	0			

4. Responsibility for Finance

How much cash is the jobholder expected to handle?	<£300 per day.	x	>£300 per day.	
To what amount would the jobholder be responsible for the processing of invoices and / or cheques	<£5k per day.		>£5k per day.	

What amount would the job holder be responsible for accounting for (e.g. monitoring / authorising payments of invoices of committed expenses with managerial consent)?	None.	
	£10k to £100k per year.	x
	£100k to £500k per year.	
	£500k plus per year.	

How much would the job holder be accountable for (i.e. has the authority to commit expenditure from an agreed budget).	None.	x
	Small expenditure from an agreed budget less than £25K.	
	Considerable expenditure from an agreed budget of £25K to £100K.	
	Large expenditure from an agreed budget of £100K to £500K.	
	Very large expenditure from an agreed budget of £500K to £5 million.	
	Extremely large expenditure from an agreed budget of £5 million plus.	

5. Working Conditions

Is the job holder subject to verbal or aggressive behaviour from clientele? (N.B. this does not include aggression / abuse from fellow employees.)	Never	x
	Any of the following:	
	Infrequent but very serious abuse.	
	Several times a week for over 15 minutes at a time.	
	Once a day for 5 – 15 minutes at a time.	
	Several times a day for up to 5 minutes at a time.	
	Many times a day for up to 2 minutes.	
	Once a day for over 15 minutes at a time..	
	Several times a day for 5 -15 minutes at a time.	
	Many times a day for up to 5 minutes	
	Several times a day for over 15 minutes at a time.	
	Many times a day for 5 – 15 minutes at a time.	
	Many times per day for over 15 minutes at a time.	

Is the job holder required to work outside? (N.B. Travelling between one office/site to another is not considered working outside.)	Never.	x
	Between 10% to 50% of the working time.	
	Between 51% to 100 % of the working time.	
	Over 75% of the working time.	

Please describe any unpleasant working conditions that are likely to be encountered during the normal working day, i.e. fumes, smells, noise, dirt, heat, cold, risk of injury from people, etc. (a risk assessment for the post may be useful for reference/evidence)	None.
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6. Policy Development

a) responsibility for finance

Does the job role provide general advice or guidance on internal policies/procedures in relation to finance, or provide guidance on external and statutory regulations in relation to finance ?		Yes	x	No	
e.g.	Advising on and coordinating the charge that is made to leaseholders for services provided by Housing Leeds in the upkeep of their property				
Does the job role undertake the development or adaptation of internal policies/procedures in relation to finance?		Yes		No	x
e.g.					
If, yes:	Is this a shared responsibility?	Yes		No	
If, yes:	Is this sole responsibility? (i.e. job holder takes final decision on any policy development relating to finance.	Yes		No	

b) responsibility for supervision

Does the job role provide general advice or guidance on internal policies/procedures in relation to personnel or human resource issues	Yes		No	x
e.g.				
Is the job role required to develop internal policies or procedures in relation to personnel or human resources, or provide advice and guidance on the operation of external regulations and statutory requirements in relation to personnel or human resources?	Yes		No	x
e.g.				
If, yes: Is this a shared responsibility?	Yes		No	
If, yes: Is this sole responsibility? (I.E. job holder takes final decision on any policy development relating to supervision.)	Yes		No	

c) Responsibility for the well- being of people (n. b. not Leeds City Council staff supervised or managed by the post holder. 'People' refers to clients or end users)

Does the job role provide general advice or guidance on internal policies/procedures in relation to the well-being of people?	Yes		No	x
e.g.				
Is the job role required to develop internal policies or procedures in relation to the well-being of people?	Yes		No	x
e.g.				
If, yes: Is this a shared responsibility?	Yes		No	
If, yes: Is this sole responsibility? (I.E. job holder takes final decision on any policy development relating to the wellbeing of people).	Yes		No	

d) responsibility for physical resources (data/records/equipment/tools/plant and machinery/land/construction works/buildings and their contents/personal possessions/goods/produce/stocks and supplies)

Does the job role provide advice or guidance on internal policies/procedures in relation to physical resources	Yes		No	x
e.g.				
Is the job role required to develop internal policies or procedures in relation to physical resources?	Yes		No	x
e.g.				
If, yes: Is this a shared responsibility?	Yes		No	
If, yes: Is this sole responsibility? (I.E. job holder takes final decision on any policy development relating to physical resources).	Yes		No	

n. b. please provide relevant examples where requested.