



ADUR & WORTHING C O U N C I L S

Job Description

Authority:	Adur District Council
Directorate:	Communities
Section:	Housing
Post Title:	Leasehold and Right to Buy Manager
Post Number:	
Accountable to:	Head of Housing
Management responsibility for:	Leasehold and Right to Buy Officers
Authority to liaise with:	Internal: All officers across Housing (including managers), Technical Services, Maintenance and Repairs service, Legal. External: Leaseholders, solicitors, estate agents.
Meetings attended on a regular basis:	Adur Management Team Meeting, Adur Leasehold Forum, team meetings
Work style	Flexible

Principal purpose of job (role summary)

To act as the organisations' lead in property matters relating to leasehold and the Right to Buy. This will include managing leases, income collection and relationships with other teams within Adur Homes.

The post will have oversight of all aspects of leasehold property administration, including the assessment of service charges, provision of advice and guidance in respect of leasehold properties.

With the team the post holder will ensure that appropriate payment options are available and promoted and functions of the Right to Buy process are administered.

The role will work closely with other departments to deliver resident satisfaction targets.

Main duties, tasks and responsibilities of the post holder

- 1** To provide expert Leasehold advice and guidance to Housing Management and other parties ensuring relevant information on Leaseholder matters is shared across the business as required.
- 2** To be the council's final decision maker on leasehold and shared ownership management, dispute resolution, enfranchisement and lease extensions, breaches of lease, estate charges and attendance at Court/First Tier Tribunals.
- 3** To ensure that all statutory leaseholder consultation activity is carried out in accordance with all regulation and legislation regarding section 20 works, and that these are carried out in accordance with the terms of the lease, legislation and best practice.
- 4** To calculate and administer service charges for leaseholders, ensuring that there is an appropriate audit trail in relation to costs, informing leaseholders when charges will be applied, invoicing leaseholders for works and services, and recovery of overdue services charges and major works invoices.
- 5** To undertake as required, consultation with leaseholders including statutory consultation relating to major works. To prepare and despatch annual service charge accounts and major works accounts.
- 6** To effectively coordinate functions ensuring the appropriate decisions are made relating to leaseholder costs and leaseholder billing are in place.
- 7** To ensure that calculation charges of estimate and actuals are in line with legislation, best practice and distributed in a timely manner to maximise the recovery of leaseholder charges for major works.

- 8** To project manage and review leaseholder documents including the leaseholder handbook, policy, procedures, webpages and relevant communications to leaseholders.
- 9** To effectively coordinate and facilitate leaseholder meetings as required alongside resident involvement and other staff.
- 10** To liaise as necessary with maintenance, surveying, legal, technical, accountancy and other staff in order to respond to leasehold enquiries. To assist with the interpretation of the leases and provide advice to leaseholders and staff as required.
- 11** To manage Right to Buy applications, ensuring that these are processed in line with the legislation, including approving all notices to be issued to Right to Buy applicants.
- 12** To manage leaseholder applications for alterations, lease extensions and acquiring the freehold.
- 13** Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
- 14** Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
- 15** Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
- 16** Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.