



Job Description

Post Title:	Justice Centre Partnership Officer
Grade:	G
Responsible to:	Strategic Estates and Assets Manager
Location:	Justice Centre Leamington/Nuneaton
Author:	Calum Walmsley
Date:	October 2024

Job purpose

We are seeking an experienced and proactive Justice Centre Partnership Officer to oversee the day-to-day management of Leamington spa and Nuneaton Justice Centres with multiple partners in occupation. The successful candidate will be responsible for partner liaison, management of lease conditions, managing service charges, handling invoicing, ensuring the property is optimally utilised by assisting with project delivery, and undertaking various administrative tasks whilst representing the Police and Crime Commissioner.

Main responsibilities

1. Act as the primary point of contact for all partners, maintaining strong relationships and effectively communicating building policies, procedures, and any updates or changes.
2. Regularly gather feedback from partners to identify and address any concerns or issues promptly, ensuring a high level of partner satisfaction.
3. Ensure that all partners comply with the terms and conditions of their leases, including space usage, maintenance requirements, and other lease-related obligations.

OFFICIAL

4. Identify and manage available floor space, working to the building's strategy to provide effective multi agency criminal justice partnership working.
5. Oversee the calculation, collection, and reconciliation of service charges from tenants, ensuring transparency and accuracy.
6. Prepare and issue invoices for rent, service charges, and any additional costs, and manage timely collection of payments.
7. Coordinate with maintenance teams and external contractors to ensure the building is well-maintained and complies with health and safety standards. Report and follow up on repairs, ensuring they are completed in a timely and efficient manner.
8. Ensure all building operations are following legal and regulatory requirements, including health and safety regulations. Collating and sharing of health and safety compliance information with and from partner agencies.
9. Handle a variety of administrative duties, including document management, maintaining records, and preparing reports. Organise and schedule meetings, prepare agendas, taking accurate meeting minutes and ensuring follow up on action items.
10. Assist in updating, implementing, and monitoring building policies and procedures to ensure they remain current, compliant, and effective.
11. Support the planning and delivery of property-related projects, working closely with contractors and stakeholders to ensure projects are completed on time, within budget, and to the required standards.
12. Maintain accurate records of tenant communications, lease agreements, payments, building maintenance activities, repairs, and project progress. Provide regular reports to senior management on building performance, occupancy, and financial status.

Special conditions

- Significant travel across Warwickshire
- This role is politically restricted
- Flexi-time applies to this role

Security level

- Recruitment Vetting
- CTC Vetting

Person specification

Knowledge

- Strong understanding of lease agreements, tenant and partner relations, and property management best practices.
- Financial acumen, with experience managing budgets, service charges, and invoicing processes.
- Knowledge of health and safety regulations and compliance requirements.

Experience

- Experience in property management, preferably in managing commercial leasehold properties.
- Experience in organising meetings, taking minutes, managing administrative tasks, reporting repairs, and assisting with project delivery.
- Experience in organising meetings, taking minutes, managing administrative tasks, reporting repairs, and assisting with project delivery.
- Experience of using the Microsoft Office Suite

Key Skills:

- Excellent communication and interpersonal skills, with the ability to build positive relationships with partners, tenants and stakeholders.
- Highly organized, with strong attention to detail and the ability to multitask effectively.

Behaviours: Practitioner

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

OFFICIAL

- 13. Resolute, compassionate and committed
- 14. Inclusive, enabling and visionary leadership
- 15. Intelligent, creative and informed policing

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards **Level 2** of the CVF.