

Job Title	Estates Officer
Reports To	Estates Manager
Grade	3

Purpose	To provide support dealing with a range of land and property related matters. The role will predominantly focus on proactive landowner liaison activities for transmission pipelines, as required by IGEM/TD/1, and for distribution pipelines, as required by IGEM/TD/3, in order to mitigate the risk of future encroachments, infringements and build-overs of gas infrastructure. This role will work closely with WWU's Asset Integrity Department to deliver a robust and effective Landowner Liaison Process. In addition, the role will also provide general support to the Estates Team in relation to the agreement of easements and land acquisitions, provide advice and support in response to general land, property and easement related enquiries, deal with requests for access to gas apparatus and assist in the agreement of compensation for damage incurred as a result of work undertaken by WWU on private land.
Key Accountabilities	• Support the Landowner Liaison Process for transmission and distribution pipelines. • Collation and maintenance of accurate and up-to-date landowner records. • Active engagement with landowners to ensure awareness of gas apparatus in their land as required by the relevant regulations. • Act as a liaison for the Estates and Asset Integrity Teams for landowner requests and general queries. • Work closely with the Asset Integrity Team to deliver the Landowner Liaison Process. • Assist in gaining access to private land for maintenance activities on existing gas apparatus. • Assist in agreeing compensation claims where landowners have suffered disturbance, losses or damage. • Support the team in providing a land and easement acquisition service for new gas mains, connections, diversions, mains replacement and reinforcement projects and other work to maintain the gas network, taking on your own cases. • Maintain accurate and up to date records of property ownership, easements, leases, and other land rights. • Respond to both internal and external enquiries regarding easement records for existing pipelines, land ownership and leases and land rights. • Support the team in advising on land and property matters, routing of pipelines, statutory and other rights, the Gas Act, NRSWA and WWU's policies and procedures. • Assist in the preparation of plans for easements, land transfers, leases and licences.
Technical Know-How & Skills	• A high level of competence in IT skills and record keeping. • Experience with mapping systems such as ESRI GIS desirable. • Ability to manage a varied and demanding workload responding to a high volume of incoming enquiries from internal and external sources. • An understanding of the legal principles applicable to easements and land rights. • Ability to manage with minimal supervision a varied workload to demanding timescales. • Good communication skills to ensure effective passage of instructions and advice between operational personnel and external service providers. • A degree in real estate/property/land or similar subject would be an advantage.

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| | <ul style="list-style-type: none">• Experience in a similar role, with a desire to work towards a suitable qualification (AssocRICS/CAAV) would be an advantage. |
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