

Members' Library Service Request Form

Date of Document	14/04/26
Originator	Mark Nelson
Originator's Ref (if any)	
Document Title	Creation of Development Officer - Property Asset Review

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Cabinet

Additional information:

Authorised By	Tom Reid
Designation	Head of Infrastructure
Date	23/04/26

For Office Use Only:	
Library Reference	43/26
Date Received	23/04/26
Bulletin	Apr26

COMMITTEE:	Members' Library Service
MEETING DATE:	April 2026
BY:	Depute Chief Executive – Resources and Economy
REPORT TITLE:	Property Asset Review – Additional Post for Place Project
REPORT STATUS:	Public

1 PURPOSE OF REPORT

- 1.1 To seek Executive Director – Council Resources approval under delegated powers for the creation for a **Development Officer – Property Asset Review** as a **Temporary** change to the staffing structure.

2 RECOMMENDATIONS

- 2.1 To agree the changes to the staffing structure as outlined in the report.

3 BACKGROUND

- 3.1 Following approval of the Place Making Project Proposals Report at Council, there is a requirement to add two temporary posts, initially for up to two years at 35 hours per week, to the structure of the Property Asset Review team to assist existing team members to implement recommendations of the report. These will cover additional workload pressures and capacity gaps within the team due to expanding workload resulting from this report. This report seeks approval for the first of these posts, which is the **Development Officer – Property Asset Review**.
- 3.2 Additional work following approval of Place Making Project Proposals Report (in addition to current workload) includes:
 - Develop an Outline Business Case to present options and costings for the creation of six core Library & Area Hubs. This includes undertaking a range of feasibility studies as outlined in the report.

- Consider alternative service delivery models at various libraries in partnership with local communities.
- Engage with local communities to assess the feasibility of implementing a revised operating model at various community centres, village halls, Haddington Town House and Dunbar Town House.
- Develop a Community Benefits Subsidised Lease Policy to provide clarity and transparency around the process for applying discounts on rent for community organisations.
- Establish the feasibility of relocating North Berwick Youth Project to the former nursery adjacent to North Berwick Community Centre which arose from the place-based engagement.
- To incorporate the Elphinstone Community Centre into the Primary School to address future pupil roll requirements.
- Engage with community representatives to investigate the feasibility and benefits of greater commercialisation of Dunbar Town House.
- Assess the feasibility of creating a publicly accessible list of all community facilities available in East Lothian, in conjunction with our community partners.

3.3 These two posts are as follows:

- Development Officer – to work as part of the Property Asset Review Team and with local community partners, stakeholders and other organisations across all areas of East Lothian to promote, build capacity and develop groups to take ownership responsibility for property assets. Liaise with East Lothian Connected Communities and other Services and work with local partners and stakeholders to promote community empowerment and work preventatively to help reduce inequalities.
- Technical Officer – As work as part of the Property Asset Review team and working with local community partners, stakeholders and other organisations across all areas of East Lothian and responsible for building capacity and advising on managing buildings including statutory compliance, planned and reactive maintenance and assisting and managing any project Work and arranging and giving training.

3.4 These posts will be funded from the Transformation Fund.

3.5 The Job Evaluation Team have evaluated the role of Development Officer – Property Asset Review and the post has been evaluated at Grade 9, £40,130 – £44,710.

4 POLICY IMPLICATIONS

4.1 Not applicable.

5 RESOURCE AND OTHER IMPLICATIONS

5.1 Finance: This post will be funded from the Transformation Fund and the costs over two years will be £111,972.00 if starting at point 1 on the scale. Should they join at a higher point, this will be agreed with the Head of Finance. This post should be charged to the finance code 2-11-216-1-13-005-5117.

The Property Asset Review aims to deliver significant revenue savings and Capital Receipts over the medium term aligned to the Council's financial strategy, and this post will support that work.

5.2 Human Resources: HR and relevant Trades Unions have been consulted and will continue to be consulted throughout this process.

The post will be recruited to through my MyJobScotland.

5.3 Other (e.g. Legal/IT): None

5.4 Risk: None

6 INTEGRATED IMPACT ASSESSMENT

Select the statement that is appropriate to your report by placing an 'X' in the relevant box.

An Integrated Impact Assessment screening process has been undertaken and the subject of this report does not affect the wellbeing of the community or have a significant impact on: equality and human rights; tackling socio-economic disadvantages and poverty; climate change, the environment and sustainability; the Council's role as a corporate parent; or the storage/collection of personal data.

or

The subject of this report has been through the Integrated Impact Assessment process and impacts have been identified as follows:

Subject	Impacts identified (Yes, No or N/A)
Equality and human rights	

Subject	Impacts identified (Yes, No or N/A)
Socio-economic disadvantage/poverty	
Climate change, the environment and sustainability	
Corporate parenting and care-experienced young people	
Storage/collection of personal data	
Other	

The Integrated Impact Assessment relating to this report has been published and can be accessed via the Council's website:

https://www.eastlothian.gov.uk/info/210602/equality_and_diversity/12014/integrated_impact_assessments

7 DISCLOSURE SCOTLAND REQUIREMENT

- 7.1 The posts will require Standard Disclosure Scotland clearance which is required in order to comply with the relevant legislative requirements.

8 APPENDICES

- 8.1 Appendix to this report is the job description for Development Officer – Property Asset Review.

9 BACKGROUND PAPERS

- 9.1 The following background papers agreed at Council are relevant to this report and have required changes to the staffing structure:
- Place Making Project Proposals Report
 - Brunton Hall PIN Report.

10 AUTHOR AND APPROVAL DETAILS

Report Author(s)

Name	Mark Nelson
Designation	Team Manager – Property Asset Review
Tel/Email	mnelson@eastlothian.gov.uk
Date	26 March 2026

Head of Service Approval

Name	Tom Reid
Designation	Head of Infrastructure
Confirmation that IIA and other relevant checks (e.g. finance/legal) have been completed	Yes
Approval Date	23 April 2026

JOB OUTLINE	
JOB TITLE: Development Officer – Property Asset Review	JET CODE: 8042
SERVICE: Strategic Asset & Capital Plan Management (Property Asset Review)	
DIVISION: Infrastructure	
REPORTING TO: Team Manager –Property Asset Review	
RESPONSIBLE FOR: None	
JOB PURPOSE:	
<p>To work as part of the Property Asset Review Team and with local community partners, stakeholders and other organisations across all areas of East Lothian to promote, build capacity and develop groups to take ownership responsibility for property assets. Liaise with East Lothian Connected Communities and other Services and work with local partners and stakeholders to promote community empowerment and work preventatively to help reduce inequalities.</p>	
MAIN DUTIES:	
<p>Promote community asset management and transfer including capacity building, support for volunteers and community groups and encourage and support skills development with a view to the management, leasing and take ownership of community buildings (including Community Asset Transfer).</p> <p>Promote community engagement and support local organisations to explore community empowerment opportunities, such as community asset management and transfers.</p> <p>Assist in the development of Property Asset Review and Place, to support aspirational, empowered, resilient and vibrant localities.</p> <p>Support the development of community cohesion in the context of shared responsibility of community buildings and encourage engagement between community groups and organisations, develop networks and consolidate capacity within the locality.</p> <p>Support Area Partnerships, Community Councils and Community Centre Management committees in good stewardship, acting with care and due diligence of funds and in applying for funds to support building management, maintenance and ownership.</p> <p>Encourage, oversee and manage the transfer of ownership of Council facilities in partnership with Community Centre Management Committee(s) and other community groups and stakeholders. This would include ensuring that groups comply with the terms of any lease and/or Community Asset Transfer.</p>	

Assist in the development and implementation of Property Asset Management Plans to support achievement of agreed outcomes.

Work with colleagues within the Service, Council and local stakeholders to develop appropriate strategies and programmes for property transfer across East Lothian.

Identify local abilities and requirements for various groups and support readiness for delivery of Place proposals (including constitutions and business plans).

Provide advice and support to individuals, groups and communities on enabling, funding and building capacity to become a community transfer body or organisation able to take on a lease or ownership of a property.

Assist community groups in establishing the role of head of establishment for designated establishments.

Assist groups in preparation of business plans and budget estimates, ensuring and monitoring that these are implemented and followed

Foster strong partnerships with local groups, third sector organisations and other key agencies to optimise opportunities for collaborative working and sourcing of funding streams.

Produce an annual individual work plan and contribute to Service development and Property Asset Review plans.

Encourage engagement of individuals or organisations who have experience of establishing community groups and managing community facilities, to be able to influence service development and decision-making and assist other community groups with their ambitions.

Prepare reports on specific issues/projects as required.

Contribute to workforce development and support for employees and volunteers.

Prepare and analyse management information to monitor service delivery, provide quality assurance and inform continuous improvement.

Contribute to the overall team objectives by representing the Property Asset Review team at meetings, as and when required.

Assist in the management of procedures relating to the health and safety of staff, customers and visitors to Council venues, in accordance with the Council's Health and Safety Policy and legislative requirements.

Promote a positive image of the Property Asset Review team by providing excellent Customer Care.

Promote the Council's vision and values and a corporate culture that is positive, customer focused and supports employee engagement to the highest standards.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Educated to degree or equivalent level in a relevant subject e.g. Business management, marketing, economics / economic development **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through previous experience.

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children and protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- None

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	<p>Educated to degree or equivalent level in a relevant subject e.g. Business management, marketing, economics / economic development) and/or able to demonstrate equivalent knowledge, skills and competencies gained through previous experience.</p> <p>This role requires PVG clearance for regulated work with children and protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.</p> <p>As you are required to travel to manage a workload, you must hold a current driving license. A vehicle will be available.</p>	
Previous Experience (Paid & Voluntary Work)	<p>Previous Project Management experience</p> <p>Experience of working in a community development environment</p> <p>Experience of managing/developing opportunities for community groups</p>	<p>Experience of monitoring budgets</p> <p>Experience of developing external funding applications</p>
Knowledge/ Skills /Competencies	<p>Effective verbal and written communication skills</p> <p>Effective organisational and time management skills</p> <p>A skilled user of Microsoft Office</p>	
Personal Qualities	<p>Ability to use own initiative</p> <p>Ability to multi-task</p> <p>Ability to investigate and resolve problems</p>	

	<p>Ability to prioritise work under pressure and to meet deadlines</p> <p>Ability to work flexibly as part of a team</p> <p>Ability to develop effective relationships with stakeholders</p> <p>Ability to deal sensitively with individual clients, including the need to maintain confidentiality.</p>	
<p>Council Behaviours</p>	<p>We are Person Centred</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p>	

