

Title Group Manager, Property Asset Management	Department Place	Post Ref. xxxx
Job Purpose To provide strategic leadership and direction to the management of the Council's land and property portfolio to deliver the Council's Corporate Property Strategy, Property Asset Management Plan and Service Asset Management Plans.		
Key Responsibilities <ol style="list-style-type: none"> 1. To lead and manage the teams to deliver the fullest range of professional property advice and support to the Council, recognising that success will be defined by both what is provided (quantative performance – technical excellence, time and cost targets) and how it is provided (qualitative performance - contextual understanding and political sensitivity). 2. Fully implement and embed a Corporate Landlord model across the Council To build positive working relationships across the County Council 3. Be a leading member of the Corporate Asset Management Group (CAMG) and the Capital Investment Board, driving the corporate landlord agenda 4. Work collaboratively with the Place Commissioning teams and Arc to deliver a joined up approach and a single property function which takes a corporate landlord approach, in line with the Corporate Asset Management Strategy and Property Asset Management Plan 5. Work collaboratively and provide comprehensive advice and strategic guidance to all Corporate Directors on property related matters 6. Oversee the preparation of the Corporate Property Strategy, Property Asset Management Plan and Service Asset Management Plans, and drive forward their implementation, ensuring that property is used to maximum advantage in delivering the Council's services and broader objectives 7. To devise and implement strategies and plans to deliver against the Council's maintenance and compliance responsibilities, including 	Key Accountabilities <ol style="list-style-type: none"> 1. To be the Council's lead professional valuation and property management representative (exercising constitutional delegated powers) in making sure the Council complies with its obligations to obtain best consideration in line with Section 123 of the Local Government Act 1972 2. To provide corporate, strategic, and professional property advice to the Council on all aspects of land and property asset management, property information and estates and non-construction property matters, thereby improving land and property asset performance and supporting delivery of the Corporate Property Strategy and the wider Council's priorities 3. The effective management of property related revenue and capital budgets, together with ad hoc property related funding and third party and/or grant funding. 4. Staff performance within the services managed 5. Delivering services within the allocated budget – both capital and revenue 6. Taking decisive action and reporting issues where unforeseen events impact in service delivery targets including budget 7. Providing data about customer and the operating environment 8. Ensuring statutory or regulatory compliance across the Council's property portfolio, including ensuring mechanisms are in place to ensure compliance in remote locations and where properties are occupied by more than one service or user. 	

<p>ensuring statutory compliance including asbestos, legionella and the like.</p> <ol style="list-style-type: none"> 8. To be budget holder for all property related capital and revenue property related expenditure. 9. Recommend and action the acquisition and property to support the Council's investment strategy 10. To provide appropriate management and maintenance of the Council's Asset Register and ensure that all information is held and valuations undertaken to meet the Statement of Recommended Accounting Practice 11. Maintain the Council's Property Asset Information System is effectively used as an evidence based decision making tool for property and has up to date and accurate property information at all times by maintaining accurate property records of all buildings 12. Continually review and develop the Council's portfolio of operational property assets to improve asset performance and ensure that property contributes effectively to the delivery of Council objectives 13. Lead and develop a motivated team and ensure they are developed in their role through effective use of 1-1's, Employee Performance Development Reviews and effective performance management 14. Take overall responsibility for the financial and operational performance of services, ensuring quality standards are maintained and legislations adhered to 15. Make all land and property decisions on an auditable and evidence based basis 16. Deliver efficient and sustainable utilisation of land and buildings 17. Establish and apply effective individual and team performance management systems in order to monitor, assess and improve standards and the achievement of key performance indicators 18. Proactively engage and collaborate with Public Sector Partners to maximise opportunities to share property and work in collaboration to reduce property costs in a way that reflects organisational values of quality and inclusion and high standards of professional conduct 19. Review, establish and implement a measurable approach to managing the Council's leased estate to maximise rental incomes, while reducing un-let space and arrears through effective lease hold negotiation, tenancy management and valuation advice 20. Maximise opportunities to secure funding to develop property solutions that deliver economic development and regeneration opportunities and joined up property solutions 	<ol style="list-style-type: none"> 9. Deliver value for money, legal compliance and ease of access to services for our customers and leading by example to achieve the most efficient service design and delivery 10. Promoting the County as a great place to bring up your family, fulfil your ambition, enjoy your later life and start an grow your business 11. Develop standard operating procedures in order to deliver internal ownership, quality improvement and a system of shared learning across Property Asset colleagues, in line with the aims of the Place Departmental Strategy 12. To comply with the Place Leadership Team Values and Behaviours in order to contribute to the achievement of the Council's and Place Departments strategic aims and objectives
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<p>21. Actively promote a culture of innovation and continuous improvement throughout the D2N2 Local Enterprise Partnership area where shared learning opportunities are optimised and national/international best practice is embedded at the earliest opportunity</p> <p>22. Where property is declared surplus, identify and implement disposal options promptly in accordance with the Council's Disposal Strategy</p>	
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification	
<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. Degree level qualification 2. RICS qualified (ARICS or MRICS) 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 1. Ability to work in collaboration and listen to others 2. Strong communication skills 3. Analysing, problem solving and decision making 4. Putting Customers first 5. Taking personal responsibility 6. Getting things done 7. Seeking to understand others 8. Builds strategy and plans based on service engagement, data, options appraisal, evidence and benchmarking 9. Ensures decisions are based on sound financial and non-financial information and appraisal of options 10. Keeps focused on strategic priorities and issues to ensure organisational outcomes are achieved 11. Clearly defines and communicates objectives, standards and expectations to achieve organisational outcomes 12. Works openly and transparently in collaboration with others both inside and outside the organisation 13. Plans how work will be monitored and evaluated 14. Acts in a manner that reflects the core values of the organisation 15. Delivers professional impact through clear prioritisation, effective delegation and timely delivery of strategic priorities 16. Maintains a calm and positive attitude under pressure and during times of potential conflict 17. Inspires others to understand and buy into the organisational vision 18. Takes into account the personal and organisational impact of change 19. Empowers others to be innovative and make decisions
<p><i>Experience</i></p> <ol style="list-style-type: none"> 1. Managed a Council's Corporate Landlord function 2. Leadership and management experience at a senior level, working effectively with a wide range of demanding stakeholders including senior officers, Councillors, communities, schools and at an senior level with external partners 3. Satisfaction of Elected Members with quality of advice offered in relation to property matters 	

<i>Role Dimensions</i>	

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| <ul style="list-style-type: none">4. This post is managed by the Director for Growth and Investment5. Key role in partnership with the D2N2 Local Enterprise Partnership and Regional/National partners such as Homes & Communities' Agency and Government6. Financial responsibility<ul style="list-style-type: none">- Manage a gross budget of approximately £31 million(Capital Expenditure £25million and Revenue Expenditure £6million)- Deal values of £40million7. Staff: 43 FTEs (plus 10 FTEs dotted line) | |
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Date: 17th January 2019