

# Job Description

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| **Post Title:** | Head of Assets and Development Projects | | **Grade:** | Grade 14 |
| **Post No:** |  | |  | |
| **Directorate:** | Communities | | **Section:** | Assets and Development Projects |
| **Responsible to:** | Corporate Director Communities | | **Responsible for:** | Estates and Property Management  Building Maintenance  Markets |
| **Location:** | Civic Centre | |  | |
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| Overall Job Purpose: | | | | |
| To provide strategic management and leadership of the Council’s Estates and Property Management function, ensuring that the councils’ assets are effectively managed, providing a professional estates, property and building maintenance service.  To lead on major development projects, such as Neptune (the food processing facility at Fleetwood) and the redevelopment of Fleetwood Market.  To develop and deliver the Council’s asset management plan, provide advice on strategic asset development and ensure that council assets are well utilised and deliver a good return. | | | | |
| **Key Tasks & Responsibilities:** | | | | |
| * To provide strategic leadership and management of the section and to ensure the effective delivery of functions in relation to estates and property management, building maintenance (including routine and planned maintenance of council’s buildings, health and safety / compliance issues, building-related capital works projects) and key commercial assets including Markets and Neptune (the food processing facility). * To lead on the development and delivery of the Council’s asset management plan including its integration with the Council’s Capital Strategy and provide regular updates to Corporate Management Team and Cabinet. * To ensure that the council buildings and assets are safe, meeting legislative requirements * To lead on development projects in line with the Council’s business plan, such as Neptune and Fleetwood Market, from the development of initial proposals through to successful delivery. * To secure significant council, other public sector and private investment to bring forward and implement development projects that will achieve the delivery of the council’s priorities. * To oversee the capital programme and ensure that it is managed and controlled effectively in order to achieve its intended benefits / outcomes and provide updates on progress. * To collaborate with all service areas, Elected Members and other key stakeholders to set clear objectives and operational improvement targets for the service to ensure that Wyre is making the best use of its key commercial assets. * To provide professional advice, guidance and support to Cabinet and Corporate Management Team on all matters related to assets and property management. * To oversee the work of the Market Manager to ensure long term sustainability of Fleetwood Market and delivery of improvement plans. * To be accountable for the Council’s Asset Register, ensuring the information is complete, accurate and compliant with legal and audit requirements and that asset valuations are provided to the council’s s.151 Officer in accordance with an agreed Service Level Agreement. * To be responsible for revenue and capital budgets, ensuring that they are allocated effectively for the delivery of the intended outcomes in a manner that demonstrates value for money and compliance with the Council’s financial regulations. * To ensure that all elements of the service embrace a ‘digital first’ approach and review systems in place to ensure the best use of existing and emerging technology. * To represent the service at various forums both internal and external to the Council. * To deputise for the Corporate Director Communities as and when required. * To undertake any other relevant duties appropriate to the grade, and commensurate with the post holder’s skills and experience, as directed by the Corporate Director Communities. | | | | |
| **Corporate Responsibilities:** | | | | |
| The postholder will be expected:-   * To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post. * To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation. * To carry out duties in accordance with the Council’s policy on equality and diversity. * To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation. * To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered. * To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council’s performance management scheme. * To be responsible for Data Quality. * To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources. | | | | |
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| **Special Conditions:** | | | | |
| * The council operates a strict non-smoking policy. * Casual User’s Car Allowance is payable. * The postholder may be required to work outside the Council’s normal working day for which time off in lieu will be granted in accordance with the provisions of the National Scheme of Conditions of Service. * Politically restricted post in accordance with the Local Government and Housing Act 1989. | | | | |

**This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.**

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| Prepared by: Marianne Hesketh | **Date: 06/01/2023** |
| Post Holder Signature: | **Date:** |