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| **Role Title** | **Strategic Asset Manager (PO11 Indicative)** |
| **Job Family** | **Property and Asset management** |
| **Pay Scale** | **PO11** |
| **Purpose** | |
| To lead and co-ordinate policy development, strategy and action plans arising for the whole of the council’s property estate, | |
| **Generic Accountabilities** | **End Results/ Outcomes** |
| Plan and ensure service delivery within a complex / diverse service area. Control operational activities within the service area and ensure professional standards are delivered. | The service is delivered to the quality, Council, professional and legislative standards required.  Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice and legislative requirements.  Corporate strategies are effectively implemented within area of responsibility.  External inspections are managed effectively.  Service delivers excellent customer service. |
| Manage responses to complex professional or politically sensitive issues within the area of responsibility.  Manage key relationships with delivery partners /providers /suppliers to commission / manage / evaluate / enhance appropriate service delivery / capacity within area of responsibility. | Expert opinion, advice, supports and interpretation is provided on all aspects of the area of responsibility, including major decisions.  Major issues are managed through to a satisfactory conclusion.  Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.  Customer outcomes are clearly understood and specified.  Services / goods are delivered on time, to budget and standards agreed.  Opportunities to improve delivery / capacity of provision are proactively identified and actioned.  Suppliers and supply chains are resilient and adaptable to meet changing needs.  Expected operational efficiencies are realised. |
| Develops service plans to meet strategic business goals. Ensure compliance with all internal and external standards. | Service plan and targets for area of responsibility are developed from Council’s overall strategic directives and agreed and communicated within required timeframe.  Strategic and operational input is provided to wider business planning and development.  Progress against objectives is effectively monitored and delivered. |
| Ensure the development and delivery of continuous improvements in all aspects of the service. | Improvements are developed and delivered effectively.  Stakeholder requirements are met. |
| Lead, motivate and develop staff to create and maintain a highly competent and participative workforce. | The team is highly competent, effective, motivated and outcomes focussed.  Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales.  Effective team meetings take place to required timescales. |
| Identify, secure, deploy and manage the resources necessary for the professional service area to meet or exceed its objectives. | Resources including, equipment, people, and systems are utilised optimally and efficiently.  Annual budget is planned, developed and delivered. Value for money is maximised.  Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance. |
| Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained. | Safeguarding standards are monitored and maintained in compliance with Council policy.  Appropriate safeguarding training is provided. |
| Implement a risk management programme and advise on issues affecting Council service areas. | Business threatening situations are recognised, planned for and managed or escalated as appropriate.  Systems and governance are in place to and respond promptly to critical events.  Continuous service is provided. |
| Ensure the successful implementation of health and safety legislation, policies and practices. | Risks to staff and others are assessed and managed.  Suitable health and safety instruction and training are provided.  There is a safe working environment. |
| **Job Specific Accountabilities:** | **End Results/ Outcomes** |
| Lead and ensure the use of council property is optimized and that property supports the effective delivery of services and council priorities | Ensuring asset management meets and enhances the council’s reputation |
| Lead on the delivery of strategic regeneration, corporate accommodation, and housing growth projects including development of acquisitions, disposals and transactional activity | Ensure the best possible outcome for the Council and high levels of satisfaction for all involved |
| Lead, develop, and implement the Council’s property asset management strategy, policies, procedures and processes | The council’s achieves better value and measured improvements to its corporate priorities |
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| Leading and supporting the assistant Director Property in the areas of   * strategic asset management, * commercial surveying, * asset policy and investments * Corporate Accommodation strategy | Accountable for own and collectively responsible for developing the whole business objectives and targets |
| Leading for corporate property with the Council’s Service Areas including forward planning, service asset review and challenge | Right property in right places, looking for optimum solutions based on business case options |
| Leading and developing strategy and good practice around ISO compliant property and project management information systems | RICS / cipfa compliant plans and processes.  ISO 9001 accreditation maintained for the corporate property and project management database. |
| Manage and develop the team of commercial surveyors and outside consultants to set and achieve LBWF targets on acquisitions, disposals and service project benefits. | Annual LBWF targets set and met.  Reporting frequency appropriate to the risk and impact of the particular transaction |
| Establish and develop effective strategic partnerships inside and outside of the council to enable council’s property objectives | Joining appropriate borough wide groups and working with internal services to promote the asset management approach seeking new joint projects and sharing opportunities |
| The timely procurement, quality and regular review of the Property Vision Strategy and Asset Management Plans | Processes are followed and results are effectively communicated |
| Developing and implementing benefits management, including a pan Council savings tracker for all property assets, | Quarterly tracker of benefits forecast v actual to CASG |
| Deputising for the assistant director of property on Asset Management related tasks/responsibilities. |  |

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| **Nature of Contacts**  Senior managers, directors, members and equivalent level external contacts, key stakeholder’s partners and providers.  To provide expert advice, guidance and support on highly complex and / or sensitive service and development issues.  Communicate changes in policy, strategies and working practice both internally and to partner organisations / stakeholders and services.  Build and sustain effective relationships with all internal and external stakeholders. Work in partnership with internal and external contacts to develop and maintain joint working and promote the Council position. |
| **Procedural Context**  Manage highly complex issues within a framework of policy and regulatory guidelines.  Objectives and targets are developed and agreed in line with service plan.  Expert knowledge and significant experience is required to resolve complex issues and proactively anticipate and mitigate problems.  Design and develop innovative solutions, which enhance the quality and efficiency of services and reputation of the council. |
| **Key Facts and Figures**  Manage project teams of both internal staff and external contractors / consultants to achieve shared objectives |

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| **Resourcing**  Budget Responsibilities**: £1.2 billion property portfolio - within the Council’s scheme of delegation.**  Supervisory Responsibilities: senior asset planner |

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| **Competency level: Senior Manager** |

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| **Knowledge, Skills and Experience** |
| At least 7 years post qualification experience in a similar sized complex public sector organisation working on asset strategies, plans and implementation |
| Excellent written and verbal communication skills and the ability to build relationships |
| Educated to degree standard or equivalent  Chartered surveyor |
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