

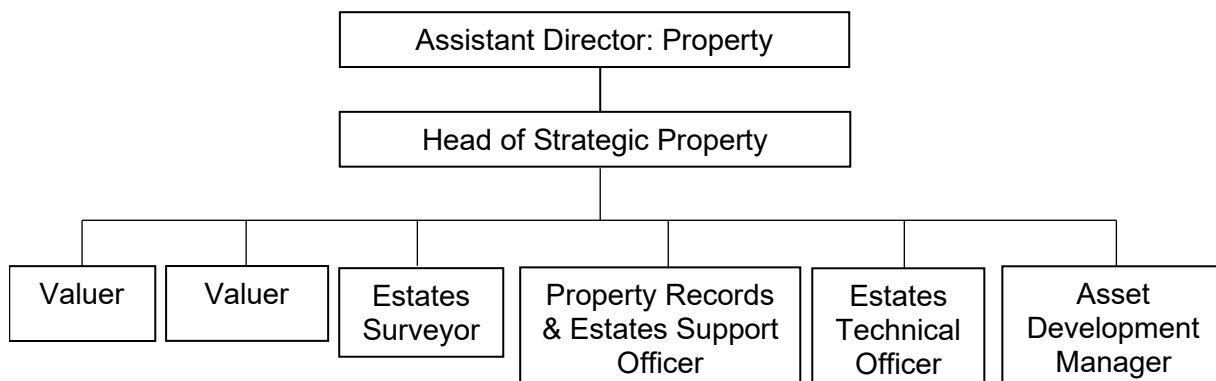
## JOB DESCRIPTION

<b>Job Title:</b>	Asset Development Manager		
<b>Directorate:</b>	Place	<b>Salary:</b>	£51,515 - £56,721 plus £689 London weighting
<b>Section:</b>	Estates & Valuation Services	<b>Grade:</b>	BG-D SCP43 - 48
<b>Location:</b>	Time Square	<b>Work Style:</b>	Flexible

### Key Objectives of the role

- To support the review of the Council's property assets, both operational and commercial.
- To support in providing the organisation with a better understanding of the use of our buildings and to recommend options for investment, disposal and income generation.
- To devise, support and manage a reconfiguration of how the services occupy the council's property assets, taking a holistic view, to improve service provision and enable the release of buildings and parcels of land where possible and appropriate.
- To support the centralisation of all property management and prepare property strategies and policies to create a robust decision making framework.
- To support the work of the wider team in providing a professional valuation, estates and asset management service, including management of the portfolio of over 200 commercial properties and of the councils corporate and operational estate.

### Designation of post and position within departmental structure



This post is in the Estates and Valuation team within Property Services and will report to the Head of Strategic Property.

Property Services is part of the Place Directorate which also includes Planning, Building Control, Economic Development, Natural Estates and Public Health

### **Daily and monthly responsibilities**

1. Preparation of the corporate asset management strategy and individual property plans for assets in the operational and commercial portfolios.
2. Liaise with service departments to develop specifications for new accommodation and facilities which meet the needs of the services.
3. Identify possible sites and properties for new facilities and assist the service department in developing a business plan for a cost-effective solution with the overall objective of delivering savings for the Council.
4. Lead on strategic options appraisals to assess the future use of key Council facilities using initiative and creativity in shaping the Council's future operational property portfolio.
5. Lead, direct and manage projects to enable the provision of new Council facilities, through refurbishment or development. The scope of uses required is likely to include flexible office accommodation, community centres or hubs, libraries or premises for delivering specialist services such as services to vulnerable people.
6. Monitor and manage risk to ensure that projects are delivered within budget and within programme time frames.
7. Monitor and report project progress to main board Directors with a focus on key items such as costs, risks and milestones.
8. Manage the performance of both contractors and consultants. If necessary to independently and without supervision, devise and implement programme measures or performance management systems to ensure delivery is completed to acceptable standards.
9. Building strong relationships with clients/customers.
10. Negotiate various property related transactions to achieve agreed outcomes.
11. Procurement of contracts and services to support the delivery of the Property Team in line with the Council's contract procedure rules and public sector procurement guidelines and best practice.
12. To undertake any other tasks suited to the post- holders' qualifications and experience as allocated by the Head of Strategic Property.

## Scope of role

- Accountable to Strategic Head of Property
- Budget responsibility £10m budget on preparation of cost advice and management of spend on capital projects
- Management of a diverse portfolio of properties with the aim of seeking to maximise rental income in order to support the delivery of the council's front line services.
- Instructing and supervising consultants to deliver valuation and estates advice.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary and which are compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>Chartered Property Professional.</p> <p>Evidence of continuing professional development.</p> <p>Degree in property related discipline or other relevant experience</p> <p>Experience in managing commercial and operating assets from both financial and property management perspective for 3 years+ PQE.</p>	<p>Registered Valuer</p> <p>Project Management Qualification</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Experience in commercial property asset management. Able to add value and make recommendations regarding the portfolio in accordance with market conditions.</p> <p>Experience of policy writing and delivery of Asset Management Strategies and implementing a corporate landlord model.</p> <p>Proficiency in finance-modelling and managing asset enhancement plans.</p> <p>Good knowledge of Landlord and Tenant and estate management law.</p> <p>Good knowledge of valuation methods and techniques.</p> <p>Experience in acquisitions and disposals of significant property interests.</p> <p>Working knowledge of the planning system.</p> <p>Working knowledge of procurement regulations.</p> <p>Proven negotiation skills</p> <p>Able to drive property managers, leasing agents, valuers and other external consultants to achieve KPIs.</p>	<p>Local Government experience.</p> <p>Experience of delivering projects and programmes.</p> <p>Experience of managing a consultant</p>

---

Understand the importance of processes and compliance (both internal and external)

Proven ability to build productive relationships, persuade and influence Senior Officers and stakeholders.

Proven ability to present complex information in an easily understandable way, both verbally and in written reports.

Track record of leading work in a complex, multi stakeholder environment.

Good IT skills.

---

**Work-related  
Personal  
Requirements**

Sound and logical thinker.

Able to take a creative approach to problem solving

Commercially minded.

Commitment to the provision of quality services, sensitive to the needs and preferences of clients.

A strong team player but able to work autonomously.

Excellent communication skills with the ability to build up a rapport with tenants and other professionals.

Ability to work flexibly balancing several competing tasks and projects simultaneously, often under pressure.

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

---

**Other Work  
Requirements**

Experience of dealing with the public with the ability to converse easily with members of the public and respond effectively to questions in spoken English.

---

<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>
---	--

**All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

