

Job Description

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| Job Title | Head of Property Management |
| Grade | EPO25 |
| Reporting To | Assistant Director – Property and Investment |
| JD Ref | REG0145P |

Purpose

To be the lead for a high-performing, well-managed and strategic asset management service, aligned closely to the Asset Strategy. The post holder will lead on all service requirements and ensure any statutory requirements are met.

Main Duties And Responsibilities

- To lead and be responsible for monitoring, reviewing and managing performance of the asset management function, including facilities management, construction, markets, schools, surveying services, community asset transfer and strategy function.
- To lead and be responsible for multiple asset management programmes and projects.
- Responsible for service budget and key spend decisions.
- Lead on and ensure policies and procedures are reviewed and implemented in line with health and safety, governance and risk requirements.
- Manage resources and ensure managers and team leaders effectively implement monitoring measures and deal with efficient methods of spend within budget parameters.
- Ensure systems and frameworks are developed to evaluate and evidence performance effectiveness of the department and ensure the service consistently adds value.
- Contribute and manage day to day operations in line with the Asset Management Strategy.
- Lead on H&S, statutory compliance and planned preventative maintenance programmes across the portfolio.
- Drive forward implementation of a corporate landlord model and work with the service area Assistant Director to shape the future of the service.
- Oversee reviews of supply chain and procurement of partners to deliver services.
- Work with senior leaders and politicians attending committee meetings where appropriate.
- Work with services to develop services strategy and develop and deliver an estates strategy that includes a disposal programme.
- Work with partners to drive forward integration with One Public Estate and service integration.
- May be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the service area Assistant Director and Director of Regeneration and Place.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Royal Institute of Chartered Surveyor (RICS) qualified.
- Educated to degree level in a related discipline.
- *Desirable - Management qualification or equivalent.*

Knowledge & Skills

- Extensive understanding and knowledge of asset management within the public sector.
- Proven track record of performance management especially across larger services.
- Understanding and in-depth knowledge of structural, legislative and policy context which the service operates and the strategic issues facing the Council.
- Excellent verbal and written communication skills, specifically in relation to chairing meetings, attending committees, presentations, briefings and report writing.
- Evidence of effective decision making and problem-solving skills alongside having commercial awareness.
- Ability to work to tight deadlines and manage multiple demands and priorities.
- Ability to communicate with clarity with several stakeholder's internally and externally within the organisation.
- Strong knowledge of property and landlord and tenant legislation.
- Knowledge of community asset transfer.
- *Desirable – Knowledge of Local Government and its current challenges.*
- *Desirable – Extensive property knowledge.*

Experience

- Significant experience of working in the build environment, asset management, estates and property.
- Experience of managing complex services at senior level.
- Experience of leading and managing service re-organisation and change management.
- Experience of development and delivery of joint arrangements with partners including managing risk.
- *Desirable - Experience of local government or public sector organisation.*
- *Desirable - Experience of implementing a corporate landlord model.*



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Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

Prolonged Repetitive Movements/Actions

- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: ANDY KEHOE (AD – PROPERTY AND INVESTMENT)

Date Of Approval: 03/06/2025



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