



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Place and Economy
Post Title	Assistant Asset Manager
Post Number	tbc
Accountable to	Property & Investment Manager
Responsibility for	Direct line management responsibility for: N/a
Key leadership relationships	<p>Internal: All appropriate Council officers and managers</p> <p>External: Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
Work style	This role falls within the Blended Working Policy
Last updated	

Job Description - Principal purpose of job (role summary)

As an Assistant Asset Manager you will support the Asset Manager and Property Managers to assist in the effective and safe management of the Council's local property estate

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership and with a positive and cheerful outlook

Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Bring your passion for delivering a high quality service for our residents and wider community to your role

Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow

Live how we work with each other and our customers:

- We listen
- We say what we think & do what we say
- We are inclusive & kind
- We are ambitious
- We think & act beyond ourselves and our service
- We are a team

Promote the service and Councils positively at all times

Role specific Duties and responsibilities

Contribute to the management of the commercial and community property portfolio, including support in negotiating and agreeing rent reviews, sales, leases, licenses and other agreements:

Support the team in additional income generation initiatives and disposals to generate receipts and reduce the liabilities, liaising with agents and colleagues, collating information required

Undertake inspections and viewings with third parties on properties to let or for sale and run the process of lettings of car parks, garages and other non residential property including supporting managers in delivery of wayleave and easement agreements

Help the team to grow our knowledge of new legislation, circulars and statutory notices affecting the work of the team, and deliver occasional informal updates to the team to help us stay ahead of changes.

Provide considered challenge around ways of improving income and or community benefit from the estate, and provide costed proposals around new initiatives

Assist the Property & Investment Manager and other colleagues in ensuring all strategic property data are accurately recorded and maintained up to date, inputting accurate data on the council's asset management system 'terrier'/estatesapp/GIS system) and maintain processes and protocols for data management
Participate in any relevant training and development activities for this post, as guided and advised by the Principal Property Surveyor or Property Investment Manager
Help to ensure the smooth rollout of data into the system and assist team members as required
Act as an initial point of contact for property-related enquiries, collating the responses and responding to members of the public and other stakeholders and colleagues.
Undertaking vacant property inspections, record meter readings, liaise with property agents
Occasionally process orders and invoices on the FMS system for the estates team
Help the team to pivot the estate to meet current and forthcoming MEES regulations and other environmental regulations
Ensure that assets are occupied by competent parties under 'FRI' leases or, where not under such leases, any compliance or responsibility that falls to the council is understood, communicated appropriately to those responsible and recorded in the systems
Be supportive of the regular update and monitoring of income and expenditure for properties under management. This will include raising purchase orders, reconciling accounts, tracking and processing invoices and reporting exceptions
Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur and Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#).

Person Specification:

The core skills and competencies below are taken from our organisational Skills and Competencies Framework v1.0 and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.	
Participative	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>

	Essential	Desirable
Qualifications	Degree in Business Related subject or working towards RICS	
Knowledge	Knowledge and experience of working with businesses, partnerships and external agencies	
Experience	<p>Experience of developing and using effective procedures and protocols to assist in the administration and monitoring of financial, property transactions</p> <p>Experience of working collaboratively with a variety of organisations and businesses</p>	<p>Experience of working in the public sector, ideally local government</p> <p>Experience of reading and interpreting licences, leases and other property legal documents</p>

Communication	<p>Able to communicate effectively with colleagues, councillors and staff in the Council</p> <p>Excellent interpersonal & communication skills to support administration of place based partnerships, to include attending meetings and taking minutes</p> <p>Excellent diplomacy skills and understanding of confidentiality and need to protect personal data</p> <p>Commitment to delivering exceptional customer care</p>	
Relationship Building	<p>Ability and willingness to develop effective working relationships with tenants, businesses, community organisations, commercial agents, networks and partnerships</p> <p>Ability to apply knowledge and provide advice, or find the right contact, to deal with enquiries, including from tenants, commercial agents, partners, colleagues and similar</p>	
Analytical	<p>Good financial skills to support updates and monitoring of income and expenditure associated with the Council's estates service</p> <p>Ability to make decisions to facilitate delivery without need for constant managerial supervision</p> <p>Excellent level of competency in business IT systems</p> <p>Willingness to use/be trained on Council financial management systems and property budget monitoring spreadsheet</p>	<p>Competency in Google Platforms (sheets, docs etc.) Training will be given if not</p> <p>Experience of GIS systems, CRM management, Pro-Map or similar</p>
Planning/ Organising	<p>Understanding/experience of monitoring achievement against protocols, strategies and project indicators</p> <p>Organised, accurate, methodical and able to prioritise own workload to achieve targets and deadlines</p> <p>Able to respond quickly and appropriately to unplanned situations.</p> <p>Excellent attention to detail, tidy and punctual</p>	

	<p>Self-motivated and happy to work independently when required.</p> <p>Able to keep calm when under pressure or when dealing with challenging situations</p>	
Other requirements	<p>Ability to handle small items of equipment, IT equipment and similar. Able to carry out off-site property inspections, record meter readings and similar, when required</p> <p>Flexible working with an occasional requirement to work outside normal hours, including evenings and weekends</p> <p>Valuing kindness and compassion in the workplace and able to be direct when appropriate</p> <p>Acceptance of political restriction</p> <p>Able to travel within the Adur and Worthing Districts</p>	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	