

 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			703184
Job Title	Head of Estates		
Service	Commercial Property Resources & Assets Directorate	Team	Estates
Location	Civic Offices, Wokingham / SMART working		
Reports to	Service Director – Commercial Property		
Responsible for	Within Estates service area, responsibility for 10 members of staff Direct line management responsibility for 3 members of staff		
Grade	Type of position:		Date
SM2	Permanent Full time		October 2025
This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.			
<u>Service Purpose</u>			
The purpose of the Commercial Property service is to professionally manage the Council's property assets, ensuring we have a fit-for-purpose portfolio which meets the Council's strategic objectives and service & customer needs and delivers Value for Money. The key objectives of the Service is: 1. To be the central corporate resource responsible for the management of all Council property assets, utilising the Corporate Landlord Model 2. To manage and develop a multi-functional portfolio of assets which meets our statutory landlord obligations and statutory service needs and strategic outcomes, including working towards carbon neutrality 3. Ensuring the property portfolio achieves Value for Money, by generating a positive financial return and/or by reducing the financial burden of maintaining the property portfolio 4. Ensure the service has the key skills and resources, including data intelligence, to meet identified needs			

Purpose of the role

The key purpose of this role is to lead the Estates function of the Council ensuring the provision of a high-quality professional service, including the discharge of statutory responsibilities as a Corporate Landlord and ensuring the property portfolio achieves Value for Money, by generating a positive financial return and/or by reducing the financial burden of maintaining the property portfolio.

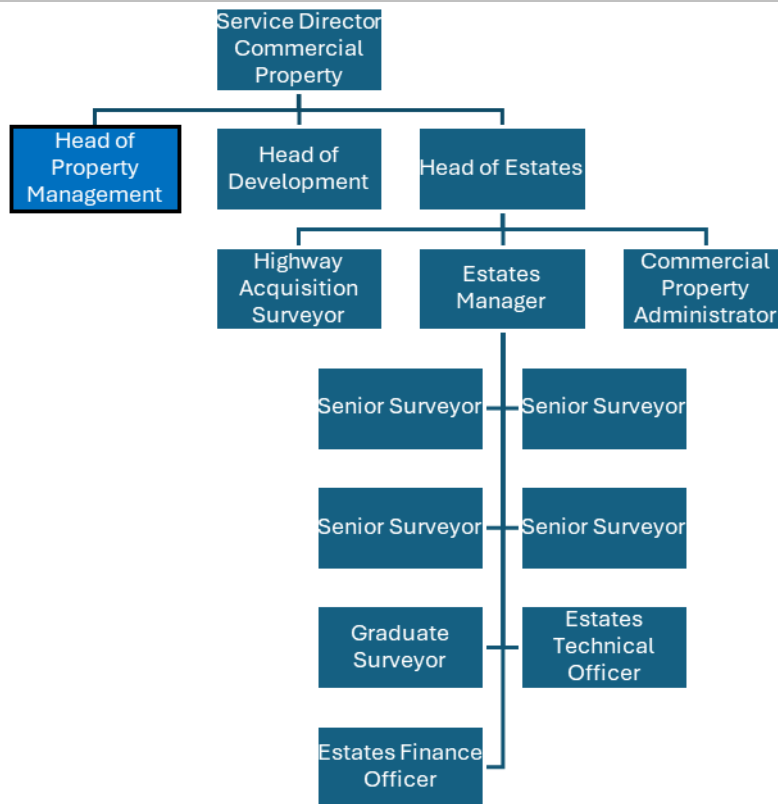
The role also contributes to the senior leadership of the Commercial Property and the organisation to deliver the Council's outcomes for its residents, customers and clients.

Main Accountabilities

1	Act as the Council's key advisor for the strategic and day to day management of the Council's Estate, both internally with the senior management team, and Executive and political members, and external customers, partners, other agencies and stakeholders, promoting the Council and its reputation
2	Take an active role in the senior management team of the Commercial Property service, representing the Service in wider corporate discussions and initiatives. And maintaining and developing relationships with CLT and politicians, to further the work of the Service and contribute to corporate life.
3	Have responsibility for the production, implementation and monitoring of the Council's Asset Management Plan
4	Have responsibility for and ensure the effective discharge of the Council's statutory responsibilities for the Estates function, together with associated regulatory responsibilities
5	Manage, support and direct the work of the Estates Team, in ensuring the delivery of a professional Estates Management and Technical Valuation and Advice service to all aspects of the Council's current and future property interests in line with corporate objectives
6	Ensure the effective strategic and day to day management of the Council's commercial property portfolio, including the negotiation of leases, licenses, easements etc. on Council land and maximising revenue income and meeting rent targets
7	Set, monitor and manage the commercial property portfolio and Estates team budgets, including maximizing income and managing capital budgets and investment
8	To oversee, in conjunction with the Head of Property Management, the development and delivery of sustainability and carbon reduction initiatives and projects across the Council's property portfolio, in line with the Council's Climate Emergency Action Plan, statutory legislation and agreed budgets

9	Lead and manage the Corporate Landlord Model function across the organisation, in tandem with the Head of Property Management, to ensure the Best Value and most efficient use of the Council's property portfolio for service delivery, in the context of rationalisation and consolidation of the Council's property portfolio. Including advising other services on landlord and tenant and other property usage issues, providing strategic property advice on corporate capital projects, including suitability and capital investment requirements and asset disposal, development and acquisition opportunities.
10	Manage the Asset Review process, based on property performance data, financial appraisals, values and corporate priorities and make recommendations on the acquisition, disposal, capital improvements and rationalisation of service or other properties to meet corporate objectives
11	Have responsibility for and lead the preparation and management of the disposal of surplus property/ development sites and lead the preparation of future disposal programmes
12	Oversee the acquisition and management of properties until they are required for highway construction
13	Ensure provision of valuations for statutory and other purposes including Right to Buy valuations, commission and act as key contact and liaison with external valuation consultants and sign off of Council's asset valuations annually for inclusion in Council's statement of accounts.
14	Act as Company Director for property related limited companies and Arms-Length Management Organisations (ALMOs), where necessary
15	Ensure the development, management and effective maintenance of comprehensive property records systems, including Civica Property Management and Esri (Map info and PlanWeb's replacement) and Epims.
16	Maintain contacts with representatives from key partner agencies/bodies on common property needs and opportunities for joint use of assets. Liaise with other property professionals on a local, regional and national level in order to keep abreast of best practice.
17	Manage the Estates team, including staff development, managing performance and leading and developing the Estates specialism across the organisation including mentoring staff in order to improve delivery of the specialism and support career development
18	Utilise best practice, customer feedback and service performance to lead continuous improvement of processes and procedures that support service delivery.
Supervision Received	Line management and supervision given by the Service Director: Commercial Property
Supervision Given	Line management responsibility for 3 officers (Estates Manager, Acquisition

	Surveyor, Commercial Property Administrator)
Contacts & Working Relationships	Post holder has a key role in establishing and managing of the Corporate Landlord model, including internal negotiations and workings with services. The post holder has a key roles in facilitating and negotiating constructive relationships with tenants, external stakeholders such as town and parish councils, consultants and contractors. Represents the Council externally with other public sector bodies, including One Public Estate and ACES (Association of Chief Estates Surveyors).
Management of resources or budget	Property portfolio managed by Estates team valued in excess of £500million. Gross annual rental income of property portfolio managed by Estates team is over £8million. Management of capital budgets for property investment and maintenance of circa £2M
Special Factors	Politically Restricted Must have ability to undertake site visits in a range of locations across the Borough. Location of work is driven by the needs of the business. The post holder could work from home/remotely or in the Council's offices in Wokingham or on-site as required.
<u>Organisation Chart</u>	



Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
	Degree-level, equivalent relevant professional qualifications or expertise	Management qualification / project management qualification or working towards
	Chartered membership of RICS	RICS Registered Valuer
	Evidence of continuous personal and professional development	
Technical Skills.	Essential	Desirable
	Strong project management	Able to operate

	background, either in the private or public sector	effectively in large, complex and political organisations
	Good IT skills including office software, such as Microsoft Word, Outlook, PowerPoint and Excel	
	Excellent written and verbal communication skills with an ability to vary style to meet the needs of the audience	
	Able to develop, lead and deliver effective strategies and projects	
	Excellent presentation skills, able to engage an audience	
	Effective strategy and report writing skills, able to make recommendations for decision making	
	Ability to interrogate and analyse management data and information	
	Well-developed negotiating and influencing skills and robustly promote/defend a policy recommendation and the Council's position	
Knowledge	Essential	Desirable
	Significant understanding of the political landscape, legislative frameworks, and	Demonstration of applying project management principles in

	regional and national drivers within the property sector	complex real-life scenarios
	Knowledge of project and programme management tools and techniques	
Experience	Essential	Desirable
	Experience of successfully resolving highly complex property cases that require a significant element of judgement	Experience of championing own ideas and obtaining commitment to allow them to be delivered
	Experience of identifying, developing and delivering opportunities for improving the service	Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential
	Significant experience of leading the development and delivery of policies and strategies	Experience of effective partnership working and stakeholder management, to obtain desired outcomes for customers
	Experience of effectively leading a group of professional staff	
Other	Essential	Desirable
Completed by:	Sarah Morgan Assistant Director – Commercial Property	Date: October 2025