

Post Title: Head of Property & Engineering Services

Post Hours: 37 hours per week

Grade: PO 20-23

Responsible to: Director of Resources

Responsible for: Line management responsibility for all service employees across Estates Management, Facilities Management, Engineering, Climate Change and Markets.

Main contact associated with principal duties:

- Elected Members, Directors and Senior Staff of Pendle Borough Council.
 - Staff in the Council's service areas.
 - Joint venture company and delivery partners.
 - Community, Voluntary and Faith Groups.
 - Pendle Leisure Trust.
 - Liberata Managers
 - Colleagues in other councils.
 - Members of the Public.
 - Central Government Departments.
 - Funding partners.
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Job Purpose:

- Act as the most senior property/engineering professional within the Council ensure the effective, efficient and economic provision of property and engineering advice and services to the Council, its committees, members and officers.
 - Progress the strategic management of the Council's property portfolio including acquisitions, disposals and development opportunities as they arise.
 - Lead and manage the Property, Climate Change and Engineering Services Teams
 - Act as the Council's most senior negotiator in property transactions.
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Control of Resources:

Staff in Property and Engineering Services and related budgets.

Main duties and responsibilities:

1. To act as the most senior property/engineering professional in the Council and lead on the strategic management of the corporate property estate.

2. To continually assess the Council's land and property assets to determine opportunities for maximising capital and revenue income and minimising capital and revenue costs from the review, rationalisation, disposal and management of the Council's property holdings.
3. To lead on the Council's regeneration projects in relation to property and engineering services.
4. To lead on the development of property strategies for the operational office elements of the council's estate, maximising the potential for the co-location of services and/or shared use of accommodation.
5. To lead on the council's climate change agenda and identified priorities.
6. To develop effective working relationships with private, public, voluntary and community sector bodies on joint property projects of mutual interest and benefit.
7. To lead on the development of an integrated asset management planning framework and asset management plan, adopting new and innovative approaches to ensure the efficient and effective use of property resources to meet corporate aims and objectives.
8. To effectively manage the property portfolio; including amongst other things:- rent reviews, lease renewals, assignments, surrenders and lettings, regular inspections and dilapidation surveys, valuations etc.
9. To oversee the diverse and complex range of engineering projects.
10. To manage and maintain the council's street furniture assets.
11. Ensure the asset valuations are effectively undertaken and that the Property Asset Register is certified by a RICS valuer in accordance with the requirements of CIPFA and RICS.
12. To support in providing proper representation on behalf of the Council at the Local Valuation Courts and the Lands Tribunal.
13. To lead on the procurement and management of external support for the delivery of property and engineering services and activities, including contracts, partnerships and other delivery vehicles as required.
14. To keep abreast of developments both nationally and locally which have relevance to any work of the Directorate, to use professional expertise to make recommendations for changes affecting the work of the Council and to report to the Chief Finance Officer and to members thereon.
15. To manage the work of the property and engineering services ensuring that work is properly allocated, co-ordinated, prioritised, planned and completed in accordance with Council policy and procedures, relevant legislation and professional codes.
16. To be aware of your responsibilities under equalities legislation together with the objectives and targets required in the Strategic and Equalities Action Plan.
17. To fulfil personal requirements with regard to the Council's policies and procedures, particularly health and safety.
18. To undertake such other associated duties as may be allocated from time to time which are commensurate with the salary grading of the post.

This is a politically restricted post within the meaning of the Local Government and Housing Act 1989.

PERSON SPECIFICATION

HEAD OF PROPERTY & ENGINEERING SERVICES

Selection Criteria	Essential or Desirable	Assessment Method
Qualifications		
1. Recognised professional qualification in a relevant field, and membership of the relevant professional body.	Essential	Application Interview Certification
2. A current full driving license and vehicle insured for business use.	Essential	Application Certification
Knowledge, skills, abilities and experience		
3. Proven management / supervisory experience including the ability to lead, performance manage and motivate teams.	Essential	Application Interview
4. A thorough knowledge of legislation and policies relating to the Service Area, particularly as they affect the Pendle Borough Council.	Essential	Application Interview
5. Extensive post qualification experience in fulfilling the responsibilities in the job description.	Essential	Application Interview
6. Proven ability to create and maintain effective working relationships with staff at all levels, councillors and external partners.	Essential	Application Interview
7. Excellent written communication skills with the ability to draft well-structured reports and presentations.	Essential	Application Interview Presentation
8. Good organisational skills, including the ability to plan and co-ordinate work.	Essential	Application Interview
9. To have experience of working effectively in a political environment.	Desirable	Application Interview
Special Requirements		
10. Commitment to working towards the Council's Equality objectives.	Essential	Application Interview
11. Willingness to undertake occasional out-of-hours working.	Essential	Application Interview
<p style="text-align: center;">As the post is deemed safety critical, it is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.</p>		