

Job Description

Post title	Service Manager - Property and Investment	Grade	K
Directorate	Operations - Assets	Post ref	ACD1100

Overall job purpose

- Lead and manage the Council's commercial portfolio to ensure effective property management, investment, acquisition, and disposal activity.
- Provide strategic leadership for the Council's Commercial Strategy and Commercialism Programme, ensuring income generation and maximising financial returns.
- Identify and progress opportunities for commercial investment, rationalisation, or market withdrawal in line with corporate priorities.
- Drive the Council's wider approach to commercial development and enterprise, supporting informed decision-making and enabling commercial activity across the organisation

Reporting relationships

Reports to: Assistant Director - Assets

Responsible for: Estates Officers

Key tasks and responsibilities – Post specific

To ensure effective leadership, management and performance of the Property Team and contracted external agents

To lead the Council's strategic approach to commercial development and property asset rationalisation

To act as the Council's lead for the One Public Estate initiative.

To ensure the efficient management of the Council's land and property assets regarding corporate aims and priorities and to maximise and secure the income available to the authority.

To provide professional advice for Strategic/Corporate Leadership Team and Cabinet on commercial property investment, performance, risks and re-negotiation of lease terms.

To undertake a systematic review of the commercial assets and bring forward proposals for the rationalisation of the commercial estate as necessary.

To carry out cost benefit and investment reviews to the Council to prioritise investment options and also where asset, service or trading provision should be reduced or withdrawn due to lack of achieving a suitable rate of return.

To negotiate terms where required and work with Legal, and other Council departments to develop licences, contracts or leases in order to partner, outsource or enable operation of council services.

To liaise effectively with all other sections of the Council as required with particular emphasis on delivery of major investment and regeneration projects including town centre redevelopments.

To write business cases for change including options appraisal, financial projections and present to relevant senior officers or elected members.

Key tasks and responsibilities – Corporate

Operate according to the Council's corporate values and codes of behaviour.

Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered, and other risk management activities effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.

Comply with all relevant Council policies and procedures including financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and/or use resources in ways that ensure value for money and support the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost, and others gained without changing the general character of the duties or the level of responsibility. As a result, the Council expects that this job description and person specification will be subject to revision.

Employee signature:

Date: