

## Person Specification

|                    |   |                 |         |
|--------------------|---|-----------------|---------|
| <b>Post title</b>  | Service Manager - Property and Investment | <b>Grade</b>    | K       |
| <b>Directorate</b> | Operations - Assets                       | <b>Post ref</b> | ACD1100 |

| <b>Competencies</b>   |                              |                        |
|---|------------------------------|------------------------|
| <i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency</i> |                              |                        |
| <b>Competency framework relevant to this post:</b>  | <b>Leadership Level 1</b>    |                        |
|   | <b>Essential / Desirable</b> | <b>Assessment</b>      |
| Seeing the big picture  | Essential                    | Interview / Assessment |
| Making Effective Decisions  | Essential                    | Interview / Assessment |
| Leading and Communicating   | Essential                    | Interview / Assessment |
| Collaborating and Partnering  | Essential                    | Interview / Assessment |
| Achieving Commercial Outcomes   | Essential                    | Interview / Assessment |
| Delivering at Pace  | Essential                    | Interview / Assessment |

| <b>Skills</b>  | <b>Essential / Desirable</b> | <b>Assessment</b>            |
|--|------------------------------|------------------------------|
| Excellent communication skills, both verbal and written to deal with a wide range of people. | Essential                    | Application Form / Interview |
| Effective negotiation, influencing and collaborative working skills                          | Essential                    | Application Form / Interview |
| Ability to analyse data and options to develop commercial business cases                     | Essential                    | Application Form / Interview |
| Able to make independent decisions.  | Essential                    | Application Form / Interview |

| <b>Knowledge</b>  | <b>Essential / Desirable</b> | <b>Assessment</b>            |
|---|------------------------------|------------------------------|
| Knowledge of current and relevant property legislation inc. Landlord and Tenant | Essential                    | Application Form / Interview |

|  |           |                              |
|--|-----------|------------------------------|
| Awareness of legislation governing Council trading, charging and commercial operations | Desirable | Application Form / Interview |
|--|-----------|------------------------------|

| <b>Experience</b>   | <b>Essential / Desirable</b> | <b>Assessment</b>            |
|---|------------------------------|------------------------------|
| Significant experience in commercial investments, acquisitions and disposals and procedures including applicable local government guidelines/ codes of practice | Essential                    | Application Form / Interview |
| Significant experience of legislation, statutes and regulations relating to land, commercial and residential property   | Essential                    | Application Form / Interview |
| Track record of delivering results and demonstrable impact such as increasing income and net yield from commercial property portfolio                           | Essential                    | Application Form / Interview |

| <b>Qualifications</b>  | <b>Essential / Desirable</b> | <b>Evidence</b>                 |
|--|------------------------------|---------------------------------|
| Educated to degree level or equivalent in a relevant subject                             | Essential                    | Application Form / Certificates |
| Member of Royal Institution of Chartered Surveyors                                       | Desirable                    | Application Form / Certificates |
| Eligible for RICS membership and committed to achieving MRICS within an agreed timeframe | Essential                    | Application Form / Certificates |
| Accredited to RICS Registered Value Scheme   | Desirable                    | Application Form / Certificates |

| <b>Additional information / other requirements of the post</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Full UK driving licence</li> <li>• Ability to travel outside of the district if required</li> <li>• Political awareness</li> </ul> |

| <b>Date produced/last amended</b> |
|-----------------------------------|
| March 2026                        |

| <b>Equality Act 2010</b>  |
|---|
| <p>The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.</p> <p>If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.</p> |