

 St Albans City & District Council	Job Description and Person Specification
Job Title:	Property and Asset Manager
Post number:	P2339
Grade:	PO4
Other payments	Essential Car User Allowance
Job Family	Principal Officer – Team
Directorate	Customer, Business and Corporate Support
Department	Built Environment
Accountable to	Assistant Director – Operations and Strategic Projects
Progression	Progression through the grade is dependent on performance against delivery targets, values and behaviours.
Hours per week	Full time - 37 hrs
Line management	Landlord and Tenant team, Asset Management team, Land and Property Disposals team, Property Support team
Date created	June 2026

JOB DESCRIPTION FOR PROPERTY AND ASSET MANAGER

Job Purpose

To manage the teams responsible for the planning, development, and management of the Council's non-housing property portfolios (operational, leisure & heritage, community and commercial assets). This will include ensuring the optimal use and management of the Council's estate, maximising financial and social returns while aligning with corporate and political priorities.

To support the development and implementation of the Council's strategic asset management plan, including the delivery of the corporate and commercial landlord function. This will involve managing and commissioning property services to develop and deliver projects that generate efficiencies through income, reduced costs, or increased utilisation of council property.

To ensure the effective delivery of professional advisory, valuation and transactional services across the Council's portfolios and to be accountable for the Council's valuation programme.

To lead and deliver on specific priority projects and business objectives within the property and asset management function and to act in a support capacity for priority projects in the wider service, where required.

The post-holder will have their own case load of transactions, working in collaboration with the wider service to provide a flexible and resilient resource pool that is able to respond to demands and provide high levels of customer service.

Supporting the Assistant Director in implementing the vision and core values of the Council and providing a clear sense of leadership direction and purpose across the teams which are responsible for the stewardship of our physical assets and landlord services.

Accountabilities

1. To lead the design and implementation of efficient systems, policies and processes for the management of the Council's operational, leisure & heritage, community assets to maximise residents' benefit (financial and non-financial) whilst aiming to maximise efficiency in relation to running and maintenance costs borne by the Council.
2. Ensure the effective delivery of the Council's corporate and commercial landlord function. This to include the identification and implementation of outsourced solutions to deal with transactional backlogs as necessary.
3. Lead officer for the strategic review of assets (asset challenge) and member of the Asset Management Steering Group.
4. Lead of officer covering community asset transfer, devolution of assets, disposals, and assets of community value.
5. Provide professional advice on the interpretation of relevant legislation and codes of practice relating to all aspects of the service to support effective decision making, meet statutory requirements and comply with good practice. This involves explaining complex matters to non-experts in a way that can be easily understood and builds shared understanding.
6. To lead and manage the work programme of asset valuations, as required for accounting purposes This will involve taking on a contract management role and making sure that actions are commercially sensitive, ethically appropriate, based on robust evidence and delivered to the timetable required by the Council's Finance department for statutory accounting and budgeting purposes.
7. To provide internal support and advice to SADC's Housing Department, to include matters relating to their non-residential portfolio as well as relevant housing tenant issues (position of boundaries and responsibilities, extent of gardens, advising tenants about party wall matters etc.); commenting and instructing the Legal Department on non-commercial leases, valuing new residential developments for setting the housing rents (directly or via outsourcing) and valuing (directly or via outsourcing) for building insurance purposes.

8. To obtain Reinstatement Cost Assessments ("building insurance valuations") for the Council's commercial and operational properties, instruct the Finance Department in terms of policy requirements and liaise with them on a monthly basis to update on changes to the property portfolio.
9. Manage the property and asset management, landlord and tenant other relevant teams to contribute to the achievement of the Council's corporate objectives and secure continuous improvement in the delivery of the service. Undertake service delivery planning, risk management and performance management of staff to ensure an efficient and effective provision of high-quality services to the Council and our customers. Deliver an appropriate case load of transactions and support the wider team to do so.
10. Ensure the property and asset management function provides effective support and advice (both proactive and reactive), the sharing of professional knowledge and best practice to officers and teams across the Council's departments, to help deliver the Council's aim to increase its net revenue from its existing land and property assets.
11. To be responsible for the delivery of exceptional customer service, including the investigation of stage 1 complaints and responding promptly to customers', colleagues' and Councillors' enquiries.
12. To lead the procurement, management and monitoring of external advice and services where required and manage performance of staff and contractors/consultants in accordance with the Council's policies and best practice.
13. To lead and deliver on specific priority projects and business objectives from the corporate plan.
14. To lead and manage the accurate capture and storage of data and documents related to the work of the service, working in partnership with colleagues from across the Built Environment. This is to include delivering a digital transformation agenda, improvements to the website and the implementation of a total asset management solution.

Demands

Physical

The post holder will be required to make site visits. Site visits will include visiting construction sites, derelict land and buildings, open countryside and farmland.

Working Conditions

Normal working conditions.

Other Employment Requirements

This post is politically restricted under the Local Government and Housing Act 1989.

The post holder will be required to attend meetings held at the Council Offices or other locations outside normal office hours.

The post holder will need to be able to attend conferences and off-site meetings as required.

The post holder will be expected to carry out relevant continuing professional development.

This job will involve deputising for the Assistant Director, as appropriate.

This job is suitable for hybrid working.

Method of Assessment Codes

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
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ROLE SPECIFIC PERSON SPECIFICATION – JOB DESCRIPTION FOR PROPERTY AND ASSET MANAGER				
Criteria		Essential	Desirable	Assessment
Values and Behaviours				
	We are Customer Driven	X		I, T, R
	We Care	X		I, T, R
	We are Confident	X		I, T, R
	We Work Together	X		I, T, R
	We are Trusted	X		I, T, R
Qualifications				
Q1	Educated to degree level or with a technical qualification in a property related discipline.	X		A, D
Q2	Full membership of Royal Institution of Chartered Surveyors.		X	A, D
Q3	Evidence of continuous professional and managerial development.	X		A, D
Q4	Full valid driving licence and access to a vehicle.	X		A, D
Q5	Either possess Institute of Occupational Safety and Health Qualification (IOSH) Managing Safely qualification or be willing successfully obtain the qualification within a reasonable timeframe upon appointment.	X		A, D

Knowledge				
K1	Strong understanding of property and asset management principles, financial analysis, risk management, and market influences.	X		A, I
K2	Substantial practical and procedural knowledge of the range of transactions and cases that this role will be responsible for. This should include valuations, assets of community value, community asset transfers, the right to buy process and landlord/tenant matters.	X		A, I
K3	Substantial practical and procedural knowledge of public sector practice, the political environment and local government statutory obligations.	X		A, I
K4	Knowledge of workplace health and safety from a corporate and service perspective, with the willingness to ensure that this is proactively managed and robust practices are followed. This will involve leading by example and ensuring this is given the appropriate priority.	X		A, I
K5	Knowledge and commitment to uphold and champion equalities standards and diversity issues.	X		A, I
Skills and Experience				
SE1	Relevant experience in a similar sized public sector organisation, focusing on an asset strategy and the implementation of asset plan objectives.	X		A, I
SE2	Proven track record of successfully managing complex asset portfolios, showcasing effective decision-making and strong commercial expertise.	X		A, I
SE3	Experience of operating as a team manager in a complex organisation, where there is a need to undertake strategic and business planning relating to property and asset management.	X		A, I
SE4	Experience of leadership of a property and asset management/estates team.	X		A, I
SE5	Experience of effective contract and contractor management that delivers value for money and supports delivery of corporate objectives.	X		A
SE6	Proven track record of leading financial formulation, decision making and resources allocation and of problem solving and meeting objectives at a senior level.	X		A, I, T
SE7	A demonstrated ability to advise members on financial options, determine priorities and communicate a clear way forward.	X		A, I

SE8	Experience of using written and oral communications to provide clear and accessible reports, policies and presentations to customers, colleagues, partners and politicians.	X		A, I, T
SE9	Experience of working effectively in a political environment, demonstrating high levels of political awareness, sensitivity and confidentiality. With the ability to win the confidence of all elected members whilst delivering the administration's agenda.		X	A, I
SE10	Demonstrated evidence of significant service improvement through managing change including staff engagement, capacity building, workforce modernisation and organisational reform.	X		A, I
SE13	Experience of leading and managing staff effectively, with the ability to motivate and bring people with you.	X		A, I
SE14	IT literate with the ability to use MS Office.	X		A, I, T

For further information on the scope of accountabilities when working at this level please see the generic job description/person specification here on our website

<https://www.stalbans.gov.uk/sites/default/files/attachments/Principal%20Officer%20-%20Team.pdf>