

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Head of Estates & Assets
Service Area / Team	Corporate Estates & Development
Reports to	Chief Officer - Corporate Estates & Development
Grade & Annual Salary	Grade J - £66,873 - £73,623
Politically Restricted Post	Yes (Politically Restricted – Sensitive)
DBS Requirement	N/A

JOB PURPOSE
To lead, manage and develop the council's Estates, Assets, Engineering, Buildings and Maintenance functions and related strategies and plans, ensuring efficient and effective management of the council's operational, commercial and open space assets to support corporate priorities, service delivery, regeneration and inward investment and economic development outcomes for community benefit.

MAIN DUTIES AND RESPONSIBILITIES
- To provide functional and operational leadership for the Estates & Assets and Buildings and Engineering service teams in terms of professional practice and professional development, setting of service targets, objectives and key performance indicators, setting out the service business plan and workstreams in line with the Corporate Plan, managing team performance, stakeholder management including liaison with elected members, as well as working effectively with the Senior Management and Corporate Leadership Teams. - Develop and deliver the council's Corporate Asset Management Strategy, providing strategic leadership across the Estates, Assets, Engineering, Buildings and Maintenance functions, ensuring a collaborative and cohesive approach to corporate property management and implementing the Corporate Landlord Operating Model. - Lead on all governance in respect of the implementation of the departmental service plan, including the drafting and presentation of Committee, Board and Cabinet reports while playing a key role in identifying and delivering service and corporate objectives, including appraising corporate assets and assessing their contribution towards delivering council objectives, plans, services and support functions, and recommending asset management activities to improve asset performance.

• Prepare, oversee and manage budgets identifying and reporting savings and growth bids on an annual basis where appropriate while seeking to maximise income and revenue and minimising cost and expenditure.
• Ensure that the council's corporate statutory obligations are met and adhered to in terms of property compliance and Corporate Landlord Health and Safety obligations, Disability Access and other statutory obligations under the Equality Act 2010.
• Ensure that the council's statutory obligations are met in terms achieving Best Value in all property transactions in accordance with Section 123 of the Local Government Act 1972.
• Work with the Building and Engineering Manager to ensure that across the portfolio there are well resourced reactive, planned and cyclical maintenance plans setting out as part of this process implementation plans and programmes to deliver these.
• Commission stock conditions surveys on a periodic basis to provide relevant data in respect the condition of the Council asset base.
• Work closely with the Finance team to jointly commission and jointly client the annual stock and asset valuation.
• Effectively manage the council's corporate estate, properties and other assets, overseeing maintenance reviews and related activities, acquisitions, leases, valuations and disposals as well as minimising liabilities such as holding costs including maintenance, management, insurance, security and business rates arising from voids and vacant buildings.
• Take the lead on capital programmes including agreeing scope, procurement, commissioning, project management, contract, financial and budget management through to completion and project close out.
• Explore ways to improve performance through commercial rate reductions, grant funding for projects, new income opportunities and general local and market awareness.
• Manage the sale of surplus operational assets, including appointment of agents, preparation of marketing material, liaison with solicitors and preparing reports and recommendations to support proposed transactions
• Support the services through legislative, policy and operational change, including local government reorganisation, devolution and evolving national regulatory frameworks.
• Provide clear written and verbal professional advice to elected Members, senior leaders and other stakeholders on estate and asset matters, including those that may be complex, sensitive or contentious.
• Prepare and contribute to reports, briefings and decision papers for the Corporate Leadership Team, Council, Cabinet, or Committees, often on complex or urgent matters.
• Prepare reports to support property proposals, strategies and plans, and manage performance against approved recommendations to ensure delivery and completion against agreed objectives.

• Work with a broad range of stakeholders to deliver financial savings and identify higher value alternative use for property assets.
• Effectively manage revenue & capital budgets, monitor expenditure and income, and ensure robust financial controls and effective contract arrangements that deliver value for money and adhere to the Council's procurement requirements.
• Maintain up to date and accurate property and occupancy data on the Council's property management system.
• Ensure compliance with statutory obligations and professional standards, including Health & Safety compliance.
• Manage strategic property risks and business continuity situations.
• Implement service improvements, modern working practices and performance arrangements that contribute to the Council's corporate priorities and improve outcomes for residents, businesses, service users and visitors.
• Develop procedures, systems and digital approaches that strengthen regulatory compliance, service resilience, customer experience and operational effectiveness.
• Effectively manage staff within the functional area, completing annual performance appraisals and regular 1-2-1 updates with direct reports.
• Attend Council, Cabinet, Committees, etc. in an advisory or lead officer capacity as required.
• Represent the council with external agencies and contractors, building effective relationships to deliver shared outcomes.
• Ensure the service maintains effective arrangements for emergency response, business continuity, community risk and out-of-hours response where relevant to the service area.
• Develop and implement relevant service plans, policies and procedures for the service area, ensuring regular monitoring, review and alignment with wider Council priorities.

CORPORATE RESPONSIBILITIES

• Adhere to the Council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
• Comply with legislation, Council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
• Actively demonstrate the values and behaviours of the Council.
• Ensure our customers are valued by taking into account their views and needs in all that we do.

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| <ul style="list-style-type: none">• Contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements. |
| <ul style="list-style-type: none">• Communicate openly and honestly with colleagues, members and customers. |
| <ul style="list-style-type: none">• Undertake any training necessary to be able to fulfil the requirements of the job. |
| <ul style="list-style-type: none">• Carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time. |

Folkestone & Hythe District Council Person Specification

Post Title: Head of Estates & Assets

Important Information for Applicants:

The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.

Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential - A professional qualification to degree level in a relevant field, or significant professional experience that demonstrates an ability to analyse, interpret and appraise qualitative and quantitative information. - Evidence of continuing professional and/or management development. - Membership of relevant professional body or suitable demonstrable alternative experience.	✓ ✓ ✓	✓ ✓ ✓	
	Desirable - Management qualification. - Experience of Asset Management Systems	✓ ✓	✓ ✓	
Experience and Knowledge	Essential - Demonstrable significant senior level experience in estates, property or asset management within public sector setting. - A deep understanding of Corporate Real Estate Management principles and processes and/or public sector estates and asset management requirements. - Experience of managing a large and diverse property portfolio - Experience of managing budgets and contracts - Knowledge of the statutory duties (inc. Health & Safety), legislation and risk management requirements relevant to the role. - Demonstrable experience of managing complex relationships at senior level. - Strong understanding of, and commitment to, robust governance. - Demonstrable significant knowledge and experience of interpreting complex legislation and advising a range of audiences, including specialists and non-specialists.	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓	

	- Knowledge and experience of capital programme management and business case development. - Knowledge and experience of operating Microsoft Word, Excel and Outlook together with IT software such as CRM systems.	✓	✓	
	Desirable Experience within local government, advising and reporting to committees.	✓	✓	
Skills and Abilities	Essential - Ability to undertake and understand property appraisals and budgets. - Ability to investigate, analyse and understand the property requirements of the Council, its stakeholders and communities, and to find solutions to meet these. - Excellent written (including report writing) and verbal communication skills. Ability to communicate effectively with a wide range of audiences and stakeholders, including senior leaders and elected members. - Excellent, highly developed interpersonal skills to build a high degree of credibility and presence to negotiate, influence, inspire confidence and respect, enabling the development of networks within and outside of the council. - Ability to demonstrate commercial awareness and identification of opportunities/evaluation of options - Negotiating and drafting skills relating to complex commercial documents. - Excellent analytical skills and an ability to retain information. - Ability to lead the team with a strong, supportive leadership style that realises the full capacity of the team, fostering its talents and creating a positive, creative culture. - High level of political awareness, with an ability to operate with sensitivity in a political environment, providing professional advice confidently and tactfully with clear viewpoints and legal direction in order to secure the confidence of elected members - Ability to analyse and interpret management information and statistical data to identify trends, judge performance and to devise & implement service improvement strategies over the long term. - The ability to work as part of a team and on own initiative. - Excellent organisation and time management skills, with the ability to deal with conflicting demands on time and in a structured and appropriate way. - The ability to manage team members through support, advice and challenge if necessary. - Ability to carry out duties outside normal working hours as may be necessary including attending relevant council / cabinet / committee meetings and responding to emergency situations as part of the out of hours response service.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

