Job Description

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| **JOB TITLE:** | **Director of Corporate Property and Estates** |
| **GRADE:** |  |
| **POST NUMBER:** |  |
| **DIRECTORATE:** | **Housing & Regeneration** |
| **SERVICE:** | **Assets and Property** |
| **RESPONSIBLE TO** : | **Corporate Director of Housing & Regeneration** |
| **RESPONSIBLE FOR:** | Head of Asset Management  Head of Facilities Management |
|  | **This post does not require a DBS check.**  **This post is politically restricted.** |
| **JOB SUMMARY:** | The Director of Corporate Property and Estates is responsible for the strategic leadership, management, and optimisation of the council's **non residential** property portfolio, including Facilities Management (FM), Commercial Property, Acquisitions and Disposals, and Strategic Asset Management Planning (SAMP).  This role is critical in ensuring that property assets are effectively managed, maintained, compliant, sustainable, and aligned with the council’s objectives.  The role fulfils the council’s corporate landlord function. |
| **ROLE REQUIREMENTS:** |  |
|  | Lead the strategic management of the council’s non-residential property portfolio, ensuring that all assets are effectively utilised and contribute to the council’s financial and service objectives. |
|  | Oversee Facilities Management (FM) to ensure the safe, efficient, and sustainable operation of council buildings and facilities, implementing best practices in energy management and sustainability. |
|  | Manage Commercial Property assets, optimising rental income, lease management, tenant relationships, and ensuring maximum asset utilisation. |
|  | Working with the Executive Mayor on the delivery of mayoral capital projects including investment and development of Regeneration projects and priority schemes for client services in Education, Youth and Adult Services. |
|  | Lead on Acquisitions and Disposals, ensuring effective negotiation, due diligence, compliance, and robust risk management. |
|  | Develop, implement, and maintain a Strategic Asset Management Plan (SAMP) that aligns with the council’s long-term objectives, incorporating sustainability and social value. |
|  | Chair the Asset Management & Capital Delivery Group to ensure oversight of capital project approvals and budget setting, ensuring robust financial controls and robust governance. |
|  | Maintain a strong focus on compliance, risk management, and sustainability across all property assets, including health, safety, and building safety compliance. |
|  | Drive a commercial approach to asset management, identifying opportunities for income generation, value maximisation, and cost efficiency. |
|  | Lead on the development of data-driven decision-making frameworks, using data analytics and Building Information Modelling (BIM) for strategic planning. |
|  | Develop and maintain strong relationships with internal and external stakeholders, including council departments, government bodies, and private sector partners. |
|  | Support the Corporate Director in the development of property strategies that align with the council’s Corporate Plan. |
|  | Provide clear leadership and direction to the Property & Assets team, promoting a culture of high performance, accountability, and continuous improvement. |
|  | Manage budgets, ensuring value for money, effective cost control, and robust financial management. |
| **CORPORATE RESPONSIBILITIES** |  |
|  | Actively contribute to the council’s priorities and outcomes in a way that promotes a ‘one organisation’ approach. |
|  | Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented. |
|  | Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups. |
|  | Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role. |
|  | Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff. |
|  | Adherence to the council’s commitment to the health, safety and welfare at work policy |
|  | Deputising for the Corporate Director when required |
| **PEOPLE** |  |
|  | Develop a high-performing Property & Assets team, providing coaching, mentoring, and professional development opportunities. |
|  | Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented. |
|  | Working closely with the Director of Regeneration and Housing Delivery to ensure the housing strategy is aligned with the economic growth strategy in securing housing development schemes across the Borough. |
|  | Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups. |
| **FINANCE** |  |
|  | Responsible for all budgets, expenditures and costs within the division, taking all steps to provide services at the best price for the quality specified. |
|  | Ensure robust financial management and accountability, delivering value for money. |
|  | Monitor financial performance against budgets and implement corrective actions where necessary. |
|  | Drive income generation, cost optimisation, and value-for-money initiatives across the property portfolio. |
| **SERVICE AND PERFORMANCE** |  |
|  | Ensure that the portfolio meets its statutory obligations and develops and delivers its statutory plans. |
|  | Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role. |
|  | Drive continuous improvement in service delivery, monitoring performance, and implementing enhancements. |
|  | Implement quality assurance measures, ensuring consistent service standards across all areas. |
|  | Utilise data analytics to enhance decision-making and optimise asset performance. |

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| **Resourcing**   * A property portfolio of 990 assets worth £1.6bn * Rental income of £2.85m per annum from commercial assets. * 6 Mayor Priority Projects including an extra care home, drug treatment centre. |

**OTHER CONDITIONS:**

To undertake any professional qualifications as determined necessary by emerging Government legislation

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council’s ‘My Annual Review’ scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council’s policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council’s equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

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| **Person Specification for the Post of Director of Property & Assets** | **Person Specification for the Post of Director of Property & Assets** | **Essential (E)**  **or**  **Desirable (D) (if applicable)** | **Method of Assessment**  **A= Application Form**  **T= Test**  **I= Interview** |
| **Knowledge and Experience** | * Proven leadership experience in property management, FM, commercial property, and asset management. * Experience in delivering complex property transactions, including acquisitions and disposals. * Strong understanding of sustainability principles, energy efficiency, and their application in property management * Comprehensive knowledge of statutory and regulatory requirements in property management. * Strong strategic and financial management skills, with the ability to deliver value for money. * Strong understanding of sustainability principles, energy efficiency, and their application in property management. * Ability and experience to translate strategic and corporate commitments into an aligned framework of operational plans and to oversee the delivery, review, and improvement of these plans. * Proven track record to initiate and oversee the implementation of major change within a service, including assessment of options, appropriate consultation, and outcome review. * A comprehensive understanding of local government and the devolution of powers to the city region level, the national and political context within which it operates and the current challenges and opportunities it provides. * Excellent stakeholder management and negotiation skills. * Ability to develop strong relationships with residents through effective engagement and communication. * Ability to operate at pace and adaptable to changing priorities in a result-driven environment. * Driven and passionate demonstrating willingness to operate strategically and operationally in getting their hands dirty. * Experience in motivating and engendering a high-performance culture that achieves improved outcomes. * Ability to create a positive collaboration, remove silo working and encourage innovation. * A successful record of engaging with elected members and building positive relationships with key stakeholders in the government and private sectors. * Commitment to equality, diversity and inclusion. | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E | A T I  A T I  A T I  A T I  A T I  A T I  A T I  A T I  A T I  A T I  A T I  A T I  A T I  A T I  A T I  A T I  A T I |
| **Personal characteristics and attributes** | * Personal credibility. A professional demeanour that generates trust and confidence. * Leads by example and possesses a high degree of integrity. * Sets themselves and others challenging but achievable objectives. * Challenges and confronts conflict, brokering solutions to achieve goals. * Looks to the future – can see the opportunities others might miss. * Applies concepts and learning from outside the sector; looking ahead over the long term to deliver improvements and avoid problems. * Not afraid to challenge performance and service delivery issues both with staff and contractors. * Always looks to drive value for money for customers and residents. * Politically aware and emotionally intelligent. | E  E  E  E  E  E  E  E  E | A I  A I  A I  A I  A I  A T I  A I  A T I  A I |
| **Additional Requirements** | Willingness to work outside of contractual hours in the evenings and weekends where necessary to fulfil the duties of the role.  To comply with the requirements relating to political restrictions for this role. |  |  |

# Health and Safety responsibilities for:

**Directors (second tier) Job Descriptions**

Health and safety responsibilities include:

* Overseeing the translation of the council’s health and safety policies, objectives and arrangements into operational practice within their respective directorate service areas.
* implementing corporate and directorate safety policies and supporting procedures within their service areas
* holding staff accountable
* ensuring risk assessments are carried out, reviewed and shared with all appropriate staff
* ensuring staff receive adequate information, instruction, training and supervision
* cooperate with trade union/safety representatives