Growth directorate

Strategic Asset Officer

**Job Description**

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| **JOB TITLE** | Strategic Asset Officer |
| **SERVICE UNIT** | **Strategic Asset Management** |
| **RESPONSIBLE TO** | **Head of Asset Strategy** |
| **JOB I.D. No** | **New** |
| **GRADE** | **H** |
| **OBJECTIVES** | To assist the Head of Service, to plan, deliver and embed an integrated asset management approach.Maintain and support the Asset Management Governance Arrangements.To assist the development, maintenance and delivery of the Strategic Asset management Plan – Policy and Strategy.To manage and monitor the Strategic Asset Management Plan – Asset Management Action Plan.To provide significant project support in property rationalisation objectives.Manage staff responsible for service delivery / support within the department and to ensure that the department undertakes effective cross-working within the Council/ CCG and across the public sector. Develop and foster effective relationships with external stakeholders, partners and agencies, representing and promoting the Council and CCG’s interests with these groups and developing and delivering a one public estate approach to strategic asset management across the borough Glossop and Greater Manchester. |
| **GENERAL RESPONSIBILITIES**Provide Programme and Project Management support and analysis to assist in developing and delivering the Asset Management Action Plan.Project Manage physical property, regeneration, review and improvement projects/ programmes.1. Provide Programme and Project Management support to cross cutting service Council/ CCG and wider Public Estate rationalisation, improvement and review projects.

Develop and foster customer focused effective relationships with all internal services and partners - within a Corporate Landlord Model with service led asset management plans. Develop and foster effective relationships with external stakeholders, partners and agencies, representing and promoting the Council’s interests with these groups.To manage on the delivery of Project Specific Business Cases (Strategic Outline Case, Outline Business Case, Full Business Case) Project Initiation Documents (PIDs) and Capital Programme bids, Project programmes and progress reports.To make recommendations, provide information and prepare reports on project related matters to the Head of Asset Strategy as necessary.To ensure the timely preparation of project reports and management information for the Council, internal management, Asset Management Governance structure and other relevant bodies.**OPERATIONAL RESPONSIBILITIES**To ensure an integrated approach to all Land and Property Asset utilisation and Strategy across the Council, CCG and one public estate.To lead on the development of business cases and grant applications.To lead on promoting/communicating the corporate use of the property assets across the Council. CCGTo chair regular meetings across the Growth Directorate and the Council and to project manage tasks and outcomes in line with delivery targets.Project Manage the reviews of public sector property.Development and delivery of a pipeline of surplus assets.Develop accommodation strategies and plans.Manage a team of staff, undertaking developing plans and appraisals on a regular basis and identifying training needs in accordance with the service.Manage, monitor and commission a variety of systems and software for the management of Strategic Asset Management services with a focus on integrating cross-function systems to benefit the organisation.To establish processes and systems for information and data management than can inform direction and strategy development. This shall include the development of technical services within the Strategic Asset Management functions.To produce documents and reports for executive committees, legal, finance and other services as appropriate.To undertake all procurement activity in accordance with organisational policies.Undertake effective contract performance and financial management by developing professional relationships, establishing protocols and setting KPIs where delivery failure can be held to account and success celebrated.Attend meetings anywhere within the borough and on occasions across Manchester and the region as appropriate.Providing support to the Head of Asset Strategy and Assistant Director Strategic Property in the provision of the functions of the Strategic Property Service.Providing support to other Heads of Service in the provision property functions.To manage and organise the Asset management Governance Structure, meetings and Papers.**STRATEGIC RESPONSIBILITIES**Undertake a key role in the development of a Strategic Asset Management Plan including Asset Management Action Plan and Accommodation Strategies.To develop Strategic Asset Strategy’s and plans for the Councils Land and Property Holdings, including operational, non-operational, green spaces, highways and commercial.Utilise and assist in the development of strategic asset management systems and data management strategy to ensure that all systems are fit for purposes and integrate where possible across other systems within the organisation.Providing a review and improvement function to introduce change to standard procedures and operational practices. |

**PERSON SPECIFICATION**

**POST TITLE: Strategic Asset Officer**

Key for analysis requirements

E = Essential

D = Desirable

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| 1. **1. Qualifications**
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| 1. • A relevant degree i.e. Project management (or equivalent)
 | E  |
| 1. • Membership of a relevant organization.– i.e. Project Management, RICS etc.
 | D  |
| 1. • To hold a qualification in project management, for example PRINCE 2.
 | D |
| 1. **2. Experience**
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| 1. • Evidence of working within asset strategy, estates, or property department in both a Local Authority environment.
 | E  |
| 1. • Experience of planning & delivering effective asset management services such as property reviews, development, project management, property transactions, case work and projects.
 | E  |
| 1. • Experience of working on strategic property matters that cut across service boundaries
 | E  |
| 1. • Experience of working in a political led environment and managing relationships with senior officers and elected members effectively
 | D  |
| 1. • Experience governance within a Local Authority or similar Public Sector organisation
 | D |
| 1. **3. Key Skills & Knowledge**
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| 1. • Experience of managing asset management projects in a complex corporate or public service environment
 | E |
| 1. • Experience of asset strategy practice and methodology
 | D  |
| * An ability to fulfil all spoken aspects of the role with confidence through the medium of English
 | E |
| 1. •Good planning, report writing, presentation, organisation and co-ordination skills with an ability to prioritize.
 | E  |
| 1. • Strong analytical, interpretation and problem solving capacity and an ability to apply these skills to the local context
 | E  |
| 1. • Strong communication skills with the ability to manage in person and in writing complex problems, complaints, investigations and cases internally as well as externally
 | E  |
| 1. **4. Key Aptitudes, Personal Qualities and Essential Requirements**
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| 1. • A self-starter with a motivation to deliver results & a positive attitude to change
 | E  |
| 1. • Able to build personal credibility with colleagues and partners.
 | E  |
| 1. • Able to work constructively under pressure
 | E  |
| 1. • Holds a full UK driving license and has access to a vehicle for use at work
 | E  |
| 1. • Has a good standard of IT skills with the ability to use common software packages such as Microsoft Suites.
 | E  |

**For Information:**

Category

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.
2. Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.