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**Job Profile and Working for Stockport Council**

Our Council

Our employees are our **greatest asset**. We’re proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>

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| **Role:** |  | Strategic Lead for Corporate Estate and FM Services |
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| **Service Area:** |  | Estates and Asset Management |
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| **Directorate:** |  | Place |
|  |  |  |
| **Salary Grade:** |  | MB4 |

**About the Job**

**Main Purpose of the Job**

To provide strategic leadership of the Council’s Corporate Estate with focus on developing the assets held in the portfolio. This includes the development and execution of asset plans, development of capital schemes, management of external consultants including the facilities management contract and general landlord and tenant work.

**Key Responsibilities**

* Provide strategic leadership to develop and deliver Stockport Council’s Corporate Asset Management Plan ensuring that the strategic, budgetary and quality objectives are met. Including:
  + Preparation of the Corporate Asset Management Plan and supporting property level asset management strategies for existing and potential assets.
  + Completing strategic asset management initiatives to improve property values: refurbishments, redevelopment, lease negotiations, CAPEX projects.
  + Budget and business planning.
  + Ensuring on-time and on-budget delivery of all strategic decisions.
  + Ensuring a healthy and safe compliant environment is provided within the corporate building’s portfolio, working with the council’s corporate Health and Safety team.
  + Compliance with all regulatory matters in conjunction with internal compliance and external advisers.
  + Managing third parties including Property Managers, Legal Professionals, Valuers, Lease Advisors.
  + Prepare and submit assigned reporting to management and stakeholders
  + Review property inspection reports.
* Ensuring a healthy and safe compliant environment is provided within the corporate building’s portfolio, working with the council’s corporate Health and Safety team.
* Direct responsibility for the 3rd party facilities management contract including reactive maintenance, planning, delivery and related budgets, balancing the requirements of a complex range of assets whilst ensuring a compliant estate and delivering best value.

* Provide a transparent approach to asset management, reporting on progress to the relevant Project boards, Health and Safety Committees, Capital Board, senior management and elected members and providing high quality information that enables strong governance of the portfolio.
* Deliver outstanding customer service and effective client management to develop a highly customer focused approach to service delivery in order to ensure high levels of customer satisfaction and the most positive image of the Council and its partners.
* Recognise and respond to the political environment and expectations, addressing sensitivities. Be the lead contact for members, senior management, and partners with regard to capital programme activity.
* To develop and promote an open and learning culture where officers work together to continuously improve the Council’s project delivery and services.
* To establish, develop and maintain strong partnerships with key internal and external partners to facilitate effective contract and relationship management in order to meet the Council’s priorities.
* To work with all Place Neighbourhood Managers to ensure that local assets meet the needs of local neighbourhoods where appropriate.
* To promote and develop community resilience, working with individuals and community groups to provide added value to the Council’s services.
* Support and manage change effectively, monitor performance of staff and address performance issues in a timely manner to maximise individual and team outcomes. Ensure the necessary managerial and operational mechanisms are in place to deliver the Council’s priorities with regard to place services.
* To develop and implement effective asset plans, strategies and associated plans and reports to improve performance and achieve the desired outcomes. Be accountable to Place Leadership Team and Elected Members for the delivery of these plans
* To provide strategic and tactical direction and leadership within the wider estates team, co-ordinate and control day to day management of any direct reports and junior staff within the wider service to ensure that staff are motivated to maximise efficiency ensuring any issues are handled in line with the Council’s policies and procedures. To recruit, train and develop direct reports and the wider service to ensure an efficient team capable of meeting its objectives.
* To lead in the elimination of duplication and other inefficiencies in order to ensure that the estate is managed in such a way as to maximise efficiency, effectiveness and budget income and minimise complaints.
* To work flexibly within the role and support the general activities within Development and Regeneration, and the Council in accordance with the Council’s and service’s flexible working policies.
* To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
* To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.

**Additional Information**

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

**About You**

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

* Working to the Council’s values and behaviours by:
* Keeping the people of **Stockport** at the heart of what we do
* Succeeding as a **team**, collaborating with colleagues and partners
* Driving things forward with **ambition**, creativity and confidence
* Showing value and **respect** to our colleagues, partners and customers.
* Experience in a leadership and / or management role in the built environment (Essential)
* Considerable experience in a senior property role or similar achieving successful property management, asset management and project outcomes. (Essential)
* Ability to drive successful outcomes within agreed Corporate Estate Management function, programme, project and resource budgets. (Essential)
* Ability to prioritise delivery to ensure strategic portfolio plan and asset business plan objectives are met and the reputation of the Council and Place are enhanced. (Essential)
* Excellent negotiating and influencing skills with the ability to work with others at senior management level including Councillors, Heads of Service within the Council, strategic Stakeholder groups including the GM Mayor, GMCA, Government Departments and the public. (Essential)
* Excellent communication skills with ability to present information in a clear and concise form both in writing and verbally. (Essential)
* Ability to devise and deliver complex asset management plans for land and property assets. (Essential)
* Ability to compile reports and prepare presentations for Council leadership, Committees, project boards and senior management. (Essential)
* Experience of identifying strategies and managing Key Performance Indicators to drive continuous improvement. (Essential)
* Educated to degree level or equivalent with recognised property qualification(s). (Essential)
* Relevant professional qualification e.g. Architect, Chartered Surveyor, Chartered Engineer and / or Chartered Project Manager (e.g. APM) or Chartered Manager (CMI) or similar. (Essential)