Growth directorate

HEAD OF ASSET STRATAGY

**Job Description**

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| **JOB TITLE** | HEAD OF ASSET STRATAGY |
| **SERVICE UNIT** | **Strategic Asset Management** |
| **RESPONSIBLE TO** | **Assistant Director of Strategic Property** |
| **JOB I.D. No** |  |
| **GRADE** | **Grade M** |
| **OBJECTIVES** | To lead, plan, deliver and develop an expert professional Strategic Asset Management Service. Leading and embedding an integrated asset management approach.  Maintain and support the Asset Management Governance Arrangements.  To lead, plan and deliver the Estates Strategy to support primary health care and primary community care across Tameside and Glossop.  To lead on the development, maintenance and delivery of the Strategic Asset management Plan – Policy and Strategy.  To develop and monitor the Strategic Asset Management Plan – Asset Management Action Plan.  To undertake management of Council services.  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.  To ensure the Council maximises service outcomes in relation financial management.  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**  Plan and ensure service delivery within a complex and diverse service area by leading a team of staff and specialist consultant’s ensuring professional standards are delivered.  Manage responses and communication to complex professional or politically sensitive issues within the area of responsibility, including Councillors, residents, business owners and internal stakeholders.  Significant budgetary responsibility for operation of the Strategic Asset Management Service and disposal strategy.  Ensure the successful implementation of legislation, policies and practices.  **OPERATIONAL RESPONSIBILITIES**  To lead on ensuring an integrated approach to all Land and Property Asset utilisation and Strategy across the Council, CCG and one public estate.  To develop business cases and grant applications.  To be the Strategic Property service lead in supporting the delivery of Growth Directorate schemes for Housing, Employment and Regeneration.  Providing a lead for complex development valuation advice to Council departments.  Lead on promoting/communicating the corporate use of the property assets across the Council.  Lead on the reviews of all public sector property.  Lead on the development and delivery of a pipeline of surplus assets and disposals.  Providing a lead for high level valuation, management and negotiation for the acquisition, review and disposal of development projects.  Providing a lead for advice and producing reports for complex cases to Council representatives and clients.  Manage a team of professional staff and consultants, 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.  To be responsible for the statutory compliance of the Strategic Asset Management services and cross-functional property services which are integrated and to advise staff including executives of their statutory responsibilities.  In conjunction with executive management and members, exercise powers to undertake compulsory purchase orders and dispose of property interests accordingly.  To achieve financial KPIs from income generating assets whilst ensuring cost considerations for expenditure for capital investment and upgrades.  Attend meetings anywhere within the borough and on occasions across Manchester and the region as appropriate.  Providing support to the 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.  **STRATEGIC RESPONSIBILITIES**  Develop the Strategic Asset Management Department with a focus on all areas, prioritising delivery, recruitment and staffing development and integration across the organisation.  Undertake the Lead role in the development of a Strategic Asset Management Plan inc Asset Management Action Plan and NHS Estates Strategy.  To develop Strategic Asset Strategy’s and plans for the Councils Land and Property Holdings, including operational, non-operational, green spaces, highways and commercial.  To develop NHS estates Asset Strategy’s, plans and operational support to NHS commissioned provers across Tameside and Glossop.  Devise 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 introduction function to introduce change to standard procedures and operational practices. | |

**PERSON SPECIFICATION**

**POST TITLE: Head of Asset Strategy**

Key for analysis requirements

E = Essential

D = Desirable

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| 1. **1. Qualifications** | |
| 1. • Degree (or equivalent) | E |
| 1. • Full RICS Membership – any relevant pathway shall be considered such as General Practice, Valuation, Property Management etc. | E |
| 1. **2. Experience** | |
| 1. • Evidence of leading and delivering asset strategy estates or property department in both a Local Authority and the NHS. | E |
| 1. • Experience of planning & delivering effective asset management services including development, valuation, 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 | E |
| 1. • Experience of developing governance within a Local Authority and the NHS. | D |
| 1. **3. Key Skills & Knowledge** | |
| 1. • Substantial experience of managing asset management teams in a complex corporate or public service environment | E |
| 1. • Substantial experience of asset strategy practice and methodology | D |
| 1. •Excellent planning, report writing, presentation, organisation and co-ordination skills with an ability to prioritise. | 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** | |
| 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 and operate to high professional standards | E |
| 1. • Innovator who is 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 and CAFM and Terrier systems | 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.