

## JOB DESCRIPTION

<b>POST:</b>	Strategic Asset and Investment Manager (Land and Property Service Area)
<b>DIRECTORATE:</b>	Position
<b>DEPARTMENT:</b>	Estates and Asset Management
<b>LOCATION:</b>	
<b>REPORTS TO:</b>	Head of Estates and Asset Management
<b>SALARY:</b>	PO8
<b>DURATION:</b>	Permanent
<b>HOURS:</b>	37 hours per week

*All employees are expected to model the Customer care behaviours of “Serve Passionately, Engage Positively and Deliver Consistently”.*

### **JOB PURPOSE:**

To lead on the provision of strategic asset management services, manage the Council’s land and property portfolio on behalf of all directorates and oversee the management and ongoing monitoring of the Council Corporate Insurance.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Lead in the development, implementation, monitoring and review of the Council’s Asset Management Strategy which will advance a holistic approach to investments. This will include capital and maintenance programmes, strategic asset acquisitions, review of Council asset base and land portfolio, assembling of development opportunities, exploring new ways of working and setting key performance measures relating to assets for use throughout the organisation.
2. Through research and developing new approaches, lead in the strategic asset management of the Council’s operational portfolio, prepare strategies, devise and

implement policies, procedures based on best practice as well as new and innovative approaches to asset management.

3. Lead in the development and implementation of a strategic approach working collaboratively with internal and external stakeholders ensuring property and asset matters are an integral part of corporate decision-making.
4. Develop and implement plans, policies and programmes relating to the Council's land, property and development opportunities which help to achieve the Council's Corporate and Community Plan outcomes.
5. Research and explore regional and national opportunities to attract investment funding, positioning the Borough's investment potential and offering ~~(UKTI work)~~.
6. Monitor land and property opportunities within the Borough to ensure cost effective, strategic purchases are made in line with Council policies and objectives.
7. Promote land use opportunities and investment planning, in conjunction with the officer team, to maximise opportunity for land use to advance Council's regeneration agenda.
8. In conjunction with the Council's partners, manage and undertake reviews of the Council's operational and non-operational property, identifying ineffective, inefficient and uneconomic property usage, with a recommendation for action.
9. In conjunction with other Directorates, lead in the development and implementation of a programme of asset plans and reviews as part of the Asset Management Strategy, ensuring assets are used and developed in the most efficient way to support corporate objectives.
10. Continuously review the optimisation of Council property and identify opportunities for better utilisation and/or potential disposal of surplus assets and/or development. As part of this process, continuously review current and future needs and identify new property investment needs for capital investment bids (in line with the Capital Investment Strategy).
11. Lead in the development and review, monitoring and maintenance of an Assets Management database and fixed asset register for Council assets.
12. Oversee the management of the Service Area in order to ensure that resources are used effectively and efficiently, particularly bearing in mind the Council's strong commitment to its customers and the provision of quality and responsive services.
13. Prepare annual business plan for areas of responsibility.

14. Prepare budget estimates for the Annual Rates Review Process and prepare, manage, monitor and implement budgets ensuring compliance with Council policies and financial regulations, including the annual review of the valuation of all Council Property & Land assets and management of the Property Rental Income Budget.
15. Manage and develop staff to ensure that they and any employees for which they are responsible:
  - Promote a “One Council” approach;
  - Operate within Council policies;
  - Effectively manage their teams, positively contributing to wellbeing and high levels of employee engagement;
  - Implement and review appropriate training and development programmes for employees to ensure sufficient skills, capacity and knowledge within the service.
  - Deliver services in the most efficient and equitable manner and in accordance with Council governance and financial regulations;
  - Efficiently and effectively manage available resources;
  - Deliver their agreed targets;
  - Work in a corporate and collaborative way with other services and departments.
16. Ensure that the Land and Property Service Area undertakes all requirements specified within Council policies, relevant codes of practice, legal requirements/regulations, financial procedure rules, contract procedure rules and also approved operating standards, service level agreements and Scheme of Delegation. In particular, ensure that sound operational standards are in place through the Service Plan governing the functions of the Land and Property Service Area and that performance targets are achieved.
17. Evaluate the purpose and related performance of Council property, including the effective and efficient discharging of the Council's responsibilities of ownership and landlord/tenant issues.
18. Ensure that all Council legal and insurance responsibilities relating to property assets are complied with and its interests are protected and up-to-date records are kept.
19. Explore and advise on the opportunities and benefits of shared property asset management in collaboration with other public bodies and private sector to secure efficiencies, service excellence and support local and regional strategies.
20. Work with external bodies in the asset management and property review processes and promote the Council's interests in defining local and regional planning strategies.

21. Liaise with the Planning Department on Planning Policy and Strategy to ensure a co-ordinated approach to asset management and the provision of advice and assistance (within legal and operating standard parameters) to other Service Areas.
22. Take overall responsibility, within the Service area, for providing timely objective and professional advice across the functions on all relevant issues and the effective management and resolution of stakeholder queries and complaints and assist the Business Support Manager with all Freedom of Information and other information requests pertaining to the Service area.
23. Liaise with other Council officers in the development and implementation of the Council's Accommodation Strategy.
24. Ensure that the Council's operational premises remain fit for purpose, subject to adequate funding.
25. Promote and implement new initiatives, policies and work programmes within the area of responsibility that support the corporate aims, objectives and values of the Council.
26. Manage, regulate and maintain an appropriate and cost effective insurance portfolio, as required, in order to protect and safeguard the Council's interests, assets and financial standing, including the implementation of recommendations following service reviews.
27. Lead in the effective and efficient operational management of the off-street parking function to achieve the Council's strategic objectives for the function, including the implementation of recommendations from local and regional service reviews.
28. Deputise for the Head of Estates & Assets Management, as required.
29. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.