

# Job Description and Person Specification

<b>Job title:</b>	Property Asset Officer
<b>Directorate:</b>	Resources
<b>Service:</b>	Finance and Property
<b>Team:</b>	Property Services
<b>Post number:</b>	04781
<b>Salary grade:</b>	Grade J
<b>Work location:</b>	Market Street
<b>Reports to:</b>	Property Services Manager
<b>Supervises:</b>	N/a

## Job Purpose

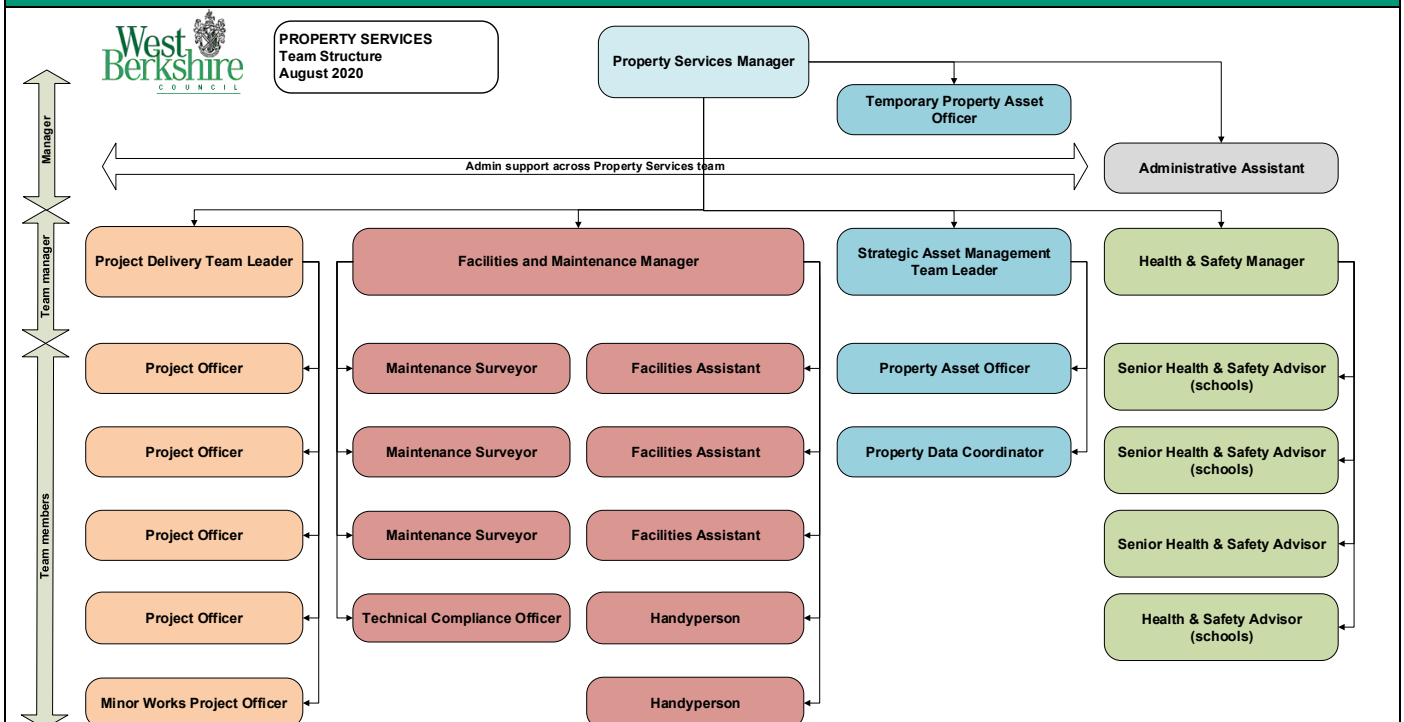
To provide a professional and technical role within Asset Management sub-team of Property Services.

To act as the Project Management lead on two identified asset based projects:

1. The development of the council's Asset Management Strategy and asset challenge associated with it;
2. The activities required to take the council to a Corporate Landlord structure;
3. To assist the Asset Strategy Team Leader with other general asset management activities as they arise.

This post is intended for a fixed term period of 18 months, with the potential for extension by a further six months.

## Structure Chart



## Main Duties and Responsibilities

### Asset Management

- Review and advise on the master Asset Management Plan (AMP), and assist the Property Services Manager with review of the content;
- Review the findings of the existing internal audit on the Councils asset management processes and prepare an action plan with tasks, and milestones;
- Work with operational services, and produce an Asset Management Plan (AMP) for each Service;
- In producing Service AMP's, scrutinize and report on the effectiveness and efficiency of the current service estate in meeting that AMP and recommend plans to meet the future demands of the service objectives;
- The scrutiny of the AMP is to be by way of an 'asset challenge', through the Council's Asset Management Plan;
- Tasks will include scrutiny of capital and revenue running costs, projected costs and benchmarking against good practice comparisons;
- Prepare a suite of reports to present to the council's AMG meetings;

### Corporate Landlord

- Assist the Property Services Manager in producing a formal Project Brief for the transition of the Council from a 'devolved' estate to a 'corporate' landlord model (CLM);
- Work with the Council's finance team to establish all costs within the estate;
- Establish all activities associated with the estate which require to be transferred and how these will be managed in the CLM, including resource;
- Assist with the procurement of external specialist consultants

## Scope (impact on/control of resources, people, money etc)

The post holder is to work closely with other team members, senior managers, other WBC staff and Elected Members, but is not expected to have direct line management responsibilities.

The post holder duties will include decisions which will influence and impact on the financial efficiency of the estate, to assist Budget Managers and senior finance managers in their duties, but it is not expected the post have direct Budget Manager duties.

Person Specification	Essential/ Desirable	Internal Use Only
<b>Qualifications</b>		
Educated at Level 4 or higher in an Estates Management or similar subject relevant to the post (eg minimum of Diploma, Higher National Certificate/Diploma (HNC/HND, Level4+ NVQ, CertHE, Higher apprenticeship ) – architecture, surveying, construction management)	Essential	1
Educated to degree level, ideally in an Estates Management related topic	Desirable	1
Membership of the Royal Institution of Chartered Surveyors (RICS) or equivalent relevant professional institution (RIBA, CIOB, APM)	Desirable	2
<b>Experience</b>		
Five years' experience in a role relevant to the post, following gaining relevant professional or technical qualification.	Essential	1

The ideal candidate will have experience of Public Sector property requirements whether that has been achieved in private practice or in the public sector.	Desirable	1
Experience with sound knowledge of the best practice associated with Asset Management Plans and associated asset challenge.	Essential	2
Experience of operating within a Corporate Landlord Model for a diverse estate (ideally public sector estate)	Desirable	2
<b>Knowledge and understanding</b>		
Sound knowledge and understanding of property cost management	Essential	1
Understanding of the local government environment and funding	Desirable	1
Undertaking relevant estate management planning	Essential	2
Training in Health & Safety issues affecting property	Desirable	2
<b>Skills and abilities</b>		
Ability to use Outlook, and a web browser to access information	Essential	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Essential	2
Ability to liaise with a range of staff working in support of technical and regulatory disciplines.	Essential	3
Ability to communicate effectively with a wide range of people, verbally and in writing	Essential	5
<b>Work-related personal qualities</b>		
Ability to prioritise and manage a complex workload	Essential	1
A friendly and approachable manner with customers	Essential	2
Remain calm and patient under pressure	Essential	3
Flexible to the changing needs and priorities of Property Services workload	Essential	4
Able to present ideas to the public and committee meetings	Desirable	1
<b>Other work-related requirements</b>		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	Essential	1
Ability to work occasional evenings to attend Council Committee or other meetings	Desirable	1
Full, clean driving license	Desirable	2
Ability to very occasionally attend a property out of office hours if there is an emergency	Essential	3
Enhanced DBS check with relevant barred list/s	No	n/a
Is this post politically restricted?	No	n/a