



Job description	
Job title	Group Manager (Investment, Maintenance and Compliance)
Grade	PMG 2
Section/team	Resources
Accountable to	Head of Assets
Responsible for	Investment Team Compliance Team Maintenance and Site Management Teams
Date reviewed	May 2021

Purpose of the job

The post-holder will ensure that the Council's operational property assets are efficiently and effectively maintained, compliant and fit for purpose to facilitate the provision of excellent services. This will involve preparing and implementing strategic advice regarding the maintenance, compliance, investment and the future direction of the Council's operational property assets. In addition, the post-holder will directly manage the Investment Team and assist with the delivery of Council wide regeneration programmes.

Duties and responsibilities

- To directly manage the Investment Team and oversee the management of the Maintenance and Compliance Teams to ensure that the Council's operational property assets are managed efficiently and effectively to facilitate the provision of excellent services.
- To determine the allocation of space within the Council's administrative buildings in response to the changing shape and structure of the Council.
- To undertake property reviews based on condition, compliance and future investment needs to identify opportunities to rationalise the Council's operational property or make it more fit for purpose.
- To assist with the delivery of Council wide regeneration programmes.
- To deliver a complex programme of capital building improvement and demolition schemes with associated budget responsibility.
- To oversee the implementation of the Council's school buildings improvement programme, including regular liaison with head teachers as necessary.



- To efficiently manage the building compliance risks arising from the Council's operational properties and any health and safety risks arising from the delivery of all the functions delivered across the Assets Service, both in accordance with relevant legislation and best practice.
- Provide high quality professional property advice to the Council to support the decision making and property review process.
- The implementation and management of construction contracts including any arising disputes and associated liaison with external consultants and company directors as necessary.
- Maintaining and developing comprehensive property maintenance, compliance and investment records, land and property ownership and asset management data including a statutory asset register and annual asset valuations.
- Management and Contract Administration of significant operational property capital investment schemes to ensure schemes are delivered on time and within budget.
- Provide technical support, advice and guidance to the Investment, Compliance and Maintenance Teams and other Council services as necessary.
- Making a positive contribution to the production and successful achievement of the Team's business plan and performance management targets.

Health and safety

- To ensure the Council's operational assets and shopping parades are fully compliant in accordance with the relevant building compliance, health and safety and fire safety regulations.
- To ensure suitable and sufficient risk assessments are carried out in the delivery of the Assets Service.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.



Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.