**Job Description**

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| **Details of the job** |
| Post title: | Asset Review Manager  |
| Salary grade: | P3 |
| Hours: | Full Time |
| Location: | Alconbury |
| Reports to: | Strategic Asset Manager |
| Service area: | Strategic Assets |

**Overall purpose of the post**

Strategic asset management aligns the Council’s property assets, and how they are managed, with the strategic aims and direction of the Council.

The Asset Review Manager, working with stakeholders, leads the development of the corporate asset management strategy, which supports operational asset management delivery, drives efficiencies, and provide opportunities for capital and revenue returns.

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The Asset Review Manager, working with stakeholders, will produce an Asset Management Plan, identifying which buildings should be replaced because they do not support the best service delivery, or are too expensive to run, or do not meet climate change targets or require investment.

The Asset Review Manager will manage substantial and complex cross-cutting and collaborative asset management projects from conception to completion

**Main** **accountabilities**

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|  | To lead the delivery of the Council’s Asset Management Strategy, working with stakeholders, aligning it to the Council’s corporate plans and priorities, and where appropriate with those of partner organisations. |
|  | To represent CCC within internal and external environments on strategic property matters, including direct engagement with Executive Directors, service representatives Council Members and participation in Strategic Property Asset Board and Operational Asset Board. |
|  | To formulate, manage and undertake an overarching review of the Council’s property portfolio, with stakeholders, in line with the Council’s asset management strategy, producing a supporting detailed and prioritised property asset management plan.  |
|  | To manage and undertake specific option appraisals and feasibility studies, which evaluate and determine best value solutions to service and corporate needs within given constraints including the presentation and explanation of proposals. |
|  | To provide Line Management (including technical advice and support), directly and through matrix management, to Strategic Assets colleagues on specific asset management projects/option appraisals/feasibility studies.  |
|  | To lead specific area and theme-based property reviews, as required, which appraise service and corporate needs and provide best value, innovative and imaginative solutions to those needs within given constraints. |
|  | To co-ordinate the development of and collation of defined Standards, Policies, Performance Indicators, and good business planning to embed and monitor the effectiveness of good asset management strategy and the corporate landlord model.  |
|  | To lead the Strategic Assets engagement in collaborative and partnership working with internal and external stakeholder, to deliver collaborative initiatives, and implement improvements in cross-cutting working relationships, and to lead negotiations in high profile and complex partnership projects, seeking positive ‘win-win’ outcomes, and ensuring appropriate governance is carried out across all partners. |
|  | To manage substantial and complex cross-cutting and collaborative asset management projects from conception to completion. |
|  |  To deliver budgets on target, including the delivery of any agreed savings and efficiencies targets. |

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

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| Post Title:  | Asset Review Manager |
| Grade | P3 |
| Service Area: | Strategic Assets |

The following criteria are appropriate for this post. You must meet the essential criteria in order to be short-listed for the post and it would be advantageous if you meet the desirable criteria

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| Qualifications Required | Subject | Essential/Desirable |
| Educated to Degree Level | Estate Management or similar property related | Essential |
| Member of the Royal Institution of Chartered Surveyors (MRICS) (or equivalent professional qualification) | Surveying | Desirable |
| RICS Registered Valuer | Valuation | Desirable |
| Project Management training and/or qualification  |  | Desirable |
| Management training and/or qualification |  | Desirable |

| Identify  | Describe | Essential/Desirable |
| --- | --- | --- |
| Knowledge |  |  |
| Professional | Up to date knowledge of Public Sector Asset Management, Property Valuation, Property and Estate Management, Landlord and Tenant and Property Transactions | Essential |
| Project Management | Property Management techniques and methods | Desirable |
| Management | Management techniques and methods | Desirable |
| Skills |  |  |
| Customer focus | The ability to establish good rapport and open and honest relationships with Customers, from the public, partner organisations, senior officers, and Members | Essential |
| Project Management  | The skills and ability to use techniques to deliver high quality outputs and solutions within challenging timescales | Essential |
| Problem solving  | The ability to implement innovative and creative solutions to problems and plans to create and deliver win: win outcomes | Essential |
| Transformational Change  | Positive attitude to change in the organisation and a willingness to promote and adopt new ideas and ways of working | Essential |
| Communication  | Capable of expressing information, concepts, and ideas both orally and in writing in a logical, well structured, timely, accurate and meaningful form to recipients | Essential |
| Managing Others  | Ability to manage and develop others to achieve their full potential and to achieve project objectives | Essential |
| Managing Self  | Ability to organise, plan and manage own work and that of others to deliver objectives and outcomes in a timely and responsive manner | Essential |
| Influencing  | Ability to develop constructive relationships with stakeholders, partners, consultants, colleagues, and others within and outside the organisation, and to influence and persuade others to ensure that desired outcomes are met | Essential |
| Discretion  | Ability to maintain confidentiality | Essential |
| Experience |  |  |
| Professional  | Significant post-qualification professional experience in the development of strategic thinking and implementation of adopted strategies in property matters  | Essential |
| Caseload  | Direct experience of dealing with a range of cases in Landlord and Tenant, Disposals and Acquisitions | Essential |
| Public Sector  | A demonstrable track record of successfully managing substantial complex asset management projects in the public sector, including the management of professional consultants. Experience of formal project management techniques, Equality and Diversity issues, budget management and governance within a public sector environment | Essential |
| Private Sector  | Experience of working with the private sector, and delivering commercial outcomes | Essential |
| Management  | Experience of leading and managing teams of professional staff in ‘business as usual’ and through transformational change, and delivering planned Business outcomes | Essential |
| Influencing  | Experience in influencing and negotiating with internal and external stakeholders and customers, and of communicating ideas and solutions | Essential |
| Budget Management  | Experience of direct responsibility for budget management and reporting, and successful delivery of financial targets | Essential |
| IT | IT literate in all major applications | Essential |