

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Property Strategy and Major Projects Manager

Assets and Environment, Place, Economy & Environment
Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.



West
Northamptonshire
Council

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

As the Property Strategy and Major Projects Manager, you will lead the Property Strategy and Major Projects Teams. As an advocate of best practice, you will be responsible for delivering a significant caseload of complex estates matters across the Council's property portfolio which currently extends to approximately 1,000 assets valued at £2 billion. Using your extensive knowledge of property and estates management practices, you will lead on strategically important and complex disposal and acquisitions and manage a programme of strategically important transformation projects, providing senior level technical advice and guidance to members of the Property Strategy and Major Projects Team as well as internal and external clients, senior Council officers and Members. You will also deputise for the Head of Property Strategy and Estates as required.

As the Property Strategy and Major Projects Manager, you will provide expert and strategically focused advice. The Major Projects team will deliver complex strategic acquisitions and disposals that directly contribute to the Council's wider financial requirements (including sites generating more than £10m in capital receipts) You will also manage the delivery of the Council's five-year asset and insurance valuation programme. You will lead and manage the delivery of strategically important and innovative property solutions that enable services to transform, delivering the highest quality provision to the residents of West Northamptonshire. By fostering strong relations within other public sector organisations, you will actively seek opportunities that support the efficient, and cost effective, delivery of public sector services across West Northamptonshire, enabling communities to thrive.

Accountable to:

This role is accountable to the Head of Property Strategy and Estates and responsible for the direct line management of approximately six colleagues within the Property Strategy and the Major Projects teams. The role sits within Assets and Environment, part of the Place, Economy & Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. To lead and manage the delivery of the Council's major disposal, acquisition, and transformation projects (such as strategic urban extension sites). This will include the management and co-ordination of internal and external delivery teams (including consultants and specialist contractors) to maximise strategic, policy, and commercial outcomes and to deliver best value solutions.
2. To lead on a complex range of projects on behalf of customers and stakeholders. To plan, identify and anticipate challenges and obstacles within those projects and work with stakeholders to identify value for money solutions and ensure that they are delivered on time and in line with relevant budgetary requirements.
3. To lead on the development and ongoing management of the Council's Estates Strategy and Strategic Asset Management Plan, [working collaboratively with the Estates Manager]. Ensuring that the corporate estate both supports services' current and future development needs while also delivering significant cost savings and efficiencies for the Council.

4. To provide good high quality professional advice to internal and external clients on complex property strategy, and major projects activity, and to provide support to other service colleagues on relevant professional and technical issues.
5. To effectively and diligently manage the relevant Property Strategy and Major Projects budgets on target, including the delivery of any agreed savings and efficiency targets.
6. To manage the Council's participation in the One Public Estate (OPE) initiative. Working closely and collaboratively with all public sector partners to ensure that the wider public sector estate can be used to best serve the residents of West Northamptonshire while aligning with Council objectives and contributing to savings and income generation.
7. To lead and line manage colleagues within the Property Strategy team and the Major Projects team across multiple office bases (including remotely), and to ensure compliance with all relevant team and Council's policies and to deliver the highest possible level of service to internal and external clients.
8. Ensure that the Property Strategy and Major Projects teams deliver high quality service to internal and external customers. This will include developing and introducing new processes and procedures in accordance with best practice and in line with effective estates management principles.
9. To deputise for the Head of Property Strategy and Estates as and when required and to ensure that they, as well as other Senior Officers and Members are fully appraised on progress, tasks and risks.
10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons. Actively challenge and seek to eliminate any directly or indirectly inappropriate discriminatory practice or behaviours.

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:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Extensive ability to develop coherent strategies and programmes of work, including those involving external partners.	E	A, I
Deep 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.	E	A, I
Very high level ability to conduct successful commercial negotiations, securing the outcomes required by the client organisation, whilst retaining goodwill with third parties for subsequent engagements.	E	A, I
Extensive skills in analysing complex data to understand key underlying patterns and inform strategic decisions.	E	A, I
Ability to prioritise work to meet multiple tight and conflicting deadlines and work independently / autonomously, making full and effective use of delegation.	E	A, I
Capable of expressing information, concepts, and ideas both orally and in writing in a logical, well structured, timely, accurate and meaningful form to recipients.	E	A, I
Clear understanding of the potential of IT to deliver better service outcomes, and good personal IT user skills including standard office software.	E	A, I
Excellent interpersonal skills, including oral communication, negotiation, presentation skills and relationship management.	E	A, I
Ability to manage and develop others to achieve their full potential and to achieve objectives	E	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period and achieve success.	E	A, I

Knowledge:	Essential / Desirable	Measured by
Up to date wide knowledge of estates management including all forms of interest in land and transactions relating to those interests.	E	A, I
Deep and extensive knowledge of property transactions, their value, and risks, and how to maximise benefits to the Council in them.	E	A, I
Knowledge of recognised project management approaches and their uses in medium and long-term projects.	E	A, I
Knowledge and understanding of the dynamics and complexities of the public sector and specifically the local government environment and its impact on service provision, staff, and relationships with key stakeholders.	E	A, I
Evidence of continual professional development.	E	A, I

IT literate in all major applications.	E	A, I
--	---	------

Relevant experience:	Essential / Desirable	Measured by
Up to date wide knowledge of estates management including all forms of interest in land and transactions relating to those interests	E	A, I
Extensive experience of significant commercial property negotiations, in which a central part was played.	E	A, I
Deep and wide experience of development and delivery of asset strategies in the context of large complex organisations.	E	A, I
Extensive experience of delivering transformational change projects through the use of property interventions.	E	A, I
Substantial experience or recognised project management mechanisms and their uses in medium and long term projects.	E	A, I
Experience of direct responsibility for budget management and reporting, and successful delivery of financial targets.	E	A, I
Experience of leading and managing teams of professional staff, in several office locations (including remotely) in "business as usual" and through transformational change, and delivering planned business outcomes	E	A, I
Experience in influencing and negotiating with internal and external stakeholders and customers, and of communicating ideas and solutions at all levels	E	A, I
Experience of working with the private sector and driving commercial opportunities from property assets.	E	A, I

Education, training, and work qualifications:	Essential / Desirable	Measured by
Educated to degree level or equivalent in an estates management	E	A, I
Member of the Royal Institution of Chartered Surveyors (RICS) with ongoing professional development	E	A, I
RICS Registered Valuer	D	A, I
Project management training and / or qualification	D	A, I
Evidence of continuing professional development	E	A, I
Management training and / or qualification	D	A, I
Full driving licence with confers the right to drive in the UK	E	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	PS10	Worker type:	Part-flexible
Salary range:	£52,194 - £55,943	Budget responsibility:	Yes
People management responsibility:	Yes		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

