

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Property Strategy Officer

Place & Assets (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'.

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.



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Purpose and impact:

As a member of the Property Strategy and Estates team, you will provide technical support to the Property Strategy Manager, as well as providing property / strategic advice to internal stakeholders. You will be responsible for delivering a programme of work, often to tight timeframes, covering properties within the Councils operational and non-operational (investment) property portfolio which currently extends to over 1,000 assets. Using your knowledge of estates and strategic planning matters, you will support on key service transformational activities, liaising directly with those services to deliver optimum results.

As a Property Strategy Officer, you will support the delivery of a varied caseload of work, recommending of innovative property solutions that enable Services to transform and deliver the highest quality provision to the residents of West Northamptonshire. Working with the Property Strategy Manager, you will by building relationships within other public sector organisations, you will 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 Property Strategy Manager.

Responsibilities:

1. Within the overall direction of the Property Strategy Manager support the formulation, development, and review of the Council's Estates Strategy and Asset Management Plan (AMP) ensuring that they are fit for purpose, meet current and emerging service strategies and transformation objectives, helping ensure that the Council utilises its significant asset base to deliver the best outcomes for residents of West Northamptonshire. This includes:
 - a. Reviewing service plans and other documents which outline services' property needs and opportunities.
 - b. Engagement with services to understand the (unwritten) plans and objectives they have which would benefit from property solutions or create property opportunities.
 - c. Carrying out research and analysis that informs strategic direction, priorities and growth opportunities.
 - d. Analysing market trends, identifying strategic risks and opportunities, and shaping initiatives that align with the organisation's vision and objectives.
2. To support the Property Strategy Manager in representing WNC within internal and external environments on strategic property matters (which may include direct engagement with Executive Directors, Members and internal and external stakeholders) by preparing materials, assessing outcomes, and as required direct engagement.
3. Support the delivery of substantial/complex cross cutting projects for Customers and Partners (internal and external) to reflect their future needs and key stakeholders' interests in conjunction with other professional colleagues.
4. As directed, managing the process of running the Council's Policy on the Voluntary, Social Enterprise, and Faith Group use of Property. This includes ensuring the list of Available Property is up to date and Cabinet Members have been consulted on it.
5. Assist in the preparation of feasibility studies, by gathering data, preparing documentation, and supporting the evaluation of best value solutions to service and corporate needs.

6. Contribute to property reviews by supporting stakeholder engagement and helping to identify cost effective and innovative property solutions that meets operational and corporate requirements.
7. Assist in the development and reporting of Policies, Performance Indicators, benchmarking and good business planning for the Property Strategy team. Supporting business planning activities and contribute to those for the wider team objectives.
8. Provide administrative and coordination support for programme governance activities related to the One Public Estate (OPE) and the Northamptonshire Property Partnership. Liaising with external partners when required.
9. Support in the preparation and coordination of bid applications for funding opportunities through the OPE initiative across Northamptonshire. Assist in the ongoing reporting and financial updates to central government agencies.
10. Carry out monitoring and reporting of project budgets, including the delivery of any agreed savings and efficiencies targets.
11. 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 to produce clear, concise business intelligence led reports.
12. Actively challenge and seek to eliminate any directly or indirectly inappropriate discriminatory practice or behaviours.
13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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
The ability to establish good rapport and open and honest relationships with Customers, from the public, partner organisations, senior officers and Members	Essential	A, I
The skills and ability to use techniques to deliver high quality outputs and solutions within challenging timescales	Essential	A, I
The ability to think strategically, and to identify innovative and creative solutions to problems to create and deliver win: win outcomes	Essential	A, I
Positive attitude to change in the organisation and a willingness to promote and adopt new ideas and ways of working	Essential	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	Essential	A, I
Ability to organise, plan and manage own work to deliver objectives and outcomes in a timely and responsive manner	Essential	A, I
Space planning skills, with the ability to assess and optimise room layouts and building configurations to support functional, efficient, and aesthetically pleasing environments.	Desirable	A, I
Be able to interpret architectural drawings, developing layout proposals, and coordinating furniture fit-out projects from concept to completion. A keen eye for detail, understanding of ergonomic and accessibility standards	Desirable	A, I
Ability to develop constructive relationships with stakeholders, partners, consultants, colleagues and others within and outside the organisation	Essential	A, I
Ability to maintain confidentiality	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Up to date knowledge of public sector asset management techniques and toolkits	Essential	A, I
Understanding of property management techniques and methods	Essential	A, I
Appreciation of management techniques and methods	Desirable	A, I
Awareness of national and local government agendas including current issues and challenges facing the wider public sector	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Professional experience in the development of strategic thinking and implementation of adopted strategies in property matters	Desirable	A, I
Experience of supporting with complex and high-profile cases, and managing a caseload of work	Desirable	A, I
A track record of successfully supporting relevant projects, including supporting with the management of professional consultants.	Essential	A, I
Experience of working with the private sector, and driving commercial opportunities from property assets	Desirable	A, I
Experience in influencing and negotiating with internal and external stakeholders and customers, and of communicating ideas and solutions at all levels	Desirable	A, I
IT literate in all major applications	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to degree level (or equivalent professional experience) in a subject involving complex analysis.	Essential	A, I, D
Post-graduate qualification or professional training in programme/project management e.g. Prince2, MSP, LEAN practitioner or equivalent, MBA, MSc in Change Management/Strategic Leadership or similar.	Desirable	D
Project and/or programme management training and/or qualification (or equivalent professional experience)	Desirable	D
Full driving license conferring the right to drive in the UK and access to a car, or other demonstrable means of being able to visit sites when needed.	Essential	A, I, D

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:

Job family & salary band:	WNC 6	Worker type:	Part-flexible
People management responsibility:	None	Budget responsibility:	None

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

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.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

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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.



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