

**WHERE  
CAREERS  
THRIVE**

**When potential  
is unlocked,  
talent *thrives***



**West  
Northamptonshire  
Council**

## **Estates Manager - Acquisitions & Disposals**

**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.



**West  
Northamptonshire  
Council**

## Purpose and impact:

To deliver expert and professional property / estates advice to West Northamptonshire Council and support the Council and its services as they transform and to meet the organisation's business and service plans, by providing timely, expert, and informed estates advice.

To support the Head of Property Strategy and Estates by managing the Strategic Acquisition & Disposals team at West Northamptonshire Council and being responsible for delivering the wide range of complex case work on the Council's significant property portfolio. This work will include, but not limited to, leading on the acquisition of property for regeneration, investment (income generating), and in support service transformational objectives. The Strategic Acquisition & Disposals Team will also be responsible for disposing of complex sites such as large residential schemes which can generate more than £10m in capital receipts for the Council.

## Accountable to:

This role is accountable to the Head of Property Strategy and Estates.

## Responsibilities:

1. The delivery of a varied and complex case load including disposal and acquisitions and to represent the Strategic Acquisition & Disposals Team within internal and external environments in respect of strategic property disposal and acquisition matters, and to represent the interests of and to key stakeholders as appropriate.
2. To provide clear and well-considered strategic advice on maximising the overall benefits of the Council's property holdings and transactions.
3. To provide direction and technical advice to colleagues within the Strategic Acquisition & Disposals Team, as appropriate.
4. To assist the Head of Property Strategy and Estates and working in conjunction with the Estates Manager Operational, to develop, and keep updated, the strategic asset management plan and any such tactical estate plans that are deemed to be beneficial.
5. To provide good quality professional advice to internal and external clients on all acquisition and disposal matters, and to provide support to other service directorate colleagues on professional and technical issues
6. Management of the Council's acquisition and disposal programme. This is to include (but not limited to)
  - leading on the acquisition of strategic properties for major regeneration schemes
  - Acquiring fit for purpose buildings to meet the transformational needs of the Council's services
  - Leading on the disposal of significant and often complex disposals including larger strategic urban extension (residential sites) raising £10m+ for the Council in capital receipts
  - Disposing of other surplus properties to generate capital receipts for the Council
7. To assist the Head of Property Strategy and Estates in delivering high quality service to internal and external customers, including development and use of tools to ensure this is sustained.
8. To contribute to the delivery of Property Strategy and Estates budgets on target, including the delivery of any agreed savings and efficiencies targets.
9. To manage complex projects on behalf of customers and shareholders, to plan, identify and anticipate challenges and obstacles within those projects and work with stakeholders to identify value for money solutions. An ability to recognise and consider wider corporate objectives, and to take responsibility for influencing and negotiating key stakeholders to achieve outcomes which meet those objectives, whilst still delivering value for money. To manage stakeholders and ensure appropriate governance is completed to enable delivery of required outcomes
10. To implement processes and initiatives to develop and maintain a cohesive and consistent Estates function across West Northamptonshire Council.
11. To contribute to partnership working with internal and external stakeholders, to deliver collaborative initiatives, and implement improvements in cross-cutting working relationships
12. Standard management tasks, including:
  - a. Maximising 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.

- b. Actively challenging and seeking to eliminate any directly or indirectly inappropriate discriminatory practice or behaviours.
- c. Demonstrating 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.

| <b>Skills and abilities:</b>                                                                                                                                                                                                     | <b>Essential / Desirable</b> | <b>Measured by</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------|
| Ability to develop coherent strategies and programmes of work, including those involving external partners.                                                                                                                      | Essential                    | A, I               |
| 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                    | A, I               |
| Ability to prioritise work to meet multiple tight and conflicting deadlines and work independently, making full and effective use of delegation.                                                                                 | 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               |
| Clear understanding of the potential of IT to deliver better service outcomes, and good personal IT user skills including standard office software.                                                                              | Essential                    | A, I               |
| Ability to manage and develop others to achieve their full potential and to achieve objectives                                                                                                                                   | 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               |

| <b>Knowledge:</b>                                                                                                                                                                                                        | <b>Essential / Desirable</b> | <b>Measured by</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------|
| Up to date knowledge of estate management, including all forms of interest in land and transactions relating to those interests as well as the management of tenanted properties                                         | Essential                    | 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. | Essential                    | A, I               |
| Evidence of continual professional development                                                                                                                                                                           | Essential                    | A, I, D            |
| IT literate in all major applications                                                                                                                                                                                    | Essential                    | A, I               |
| Knowledge of recognised project management approaches and their uses in medium- and long-term projects.                                                                                                                  | Desirable                    | A, I               |

| <b>Relevant experience:</b>                                                                                                                                                                     | <b>Essential / Desirable</b> | <b>Measured by</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------|
| Up to date knowledge of estate management, including all forms of interest in land and transactions relating to those interests as well as managing complex disposal and acquisition programmes | Essential                    | A, I               |
| Experience of direct responsibility for budget management and reporting, and successful delivery of financial targets                                                                           | Essential                    | A, I               |

|                                                                                                                                                                     |           |      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|
| Experience of working with the private sector, and driving commercial opportunities from property assets                                                            | Essential | A, I |
| Experience of leading and managing teams of professional staff in 'business as usual' and through transformational change, and delivering planned Business outcomes | Essential | A, I |
| Experience in influencing and negotiating with internal and external stakeholders and customers, and of communicating ideas and solutions at all levels             | Essential | A, I |
| Experience of working in local government.                                                                                                                          | Desirable | A, I |
| Substantial experience of recognised project management mechanisms and their uses in medium- and long-term projects.                                                | Desirable | A, I |

| <b>Education, training and work qualifications:</b>                                               | <b>Essential / Desirable</b> | <b>Measured by</b> |
|---------------------------------------------------------------------------------------------------|------------------------------|--------------------|
| Educated to Degree level or equivalent in an Estates Management or similar discipline.            | Essential                    | D                  |
| Member of the Royal Institution of Chartered Surveyors (or equivalent professional qualification) | Essential                    | D                  |
| Full Licence with confers the right to drive in the UK                                            | Essential                    | D                  |
| Evidence of continuing professional development                                                   | Desirable                    | A, I               |
| RICS Registered Valuer                                                                            | Desirable                    | D                  |
| Project Management training and/or qualification                                                  | Desirable                    | D                  |
| Management training and/or qualification                                                          | Desirable                    | 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:

|                                          |        |                               |               |
|------------------------------------------|--------|-------------------------------|---------------|
| <b>Job family &amp; salary band:</b>     | WNC 11 | <b>Worker type:</b>           | Part-flexible |
| <b>People management responsibility:</b> | Yes    | <b>Budget responsibility:</b> | Yes           |

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.

|                          |                                                                                                                                                                  |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>T</b> Trust           | We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.                                                                   |
| <b>H</b> High Performing | we get the basics right and what we do, we do well. We manage our business efficiently.                                                                          |
| <b>R</b> Respect         | we respect each other and our customers in a diverse, professional and supportive environment.                                                                   |
| <b>I</b> Innovate        | we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.                                          |
| <b>V</b> Value           | We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness |
| <b>E</b> 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](mailto:Careers@westnorthants.gov.uk)



# 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.

