

Job Description and Person Specification



Head of Asset Management – Place and Economy

Salary:	£68,428 – 72,831
Job Family:	SM12
Working hours:	37 hours per week.
Work base:	Haylock house, Kettering.
Responsible to:	Assistant Director, Assets and Environment

We are delighted that you are considering joining our team at North Northamptonshire Council.

By recognising that our employees are our greatest asset, we invest in, value and develop them to progress our ambition to be an employer of choice. Our corporate values and behaviours also encourage customer focus, efficiency and support our employees to achieve.

Main Purpose

To be the lead for the council's asset management service, holding operational responsibility for service delivery, including Asset Management, Commercial Estate Management, Strategic Corporate Property Management, and Business Centres.

Developing and executing strategies to transform and rationalise the council's assets, by building partnership working across the council to understand services business needs and how they translate into property requirements, providing options, solutions and technical expertise, intelligent challenge and influencing. Work in partnership with internal and external stakeholders to drive transformation, organisational change and enable continuous improvement to services.

Lead and manage the operational development and delivery of the Asset Management team through both in-house and contracted services by planning, developing and implementing policies, processes and procedures that will ensure the service is efficient and effective, that the service provision demonstrates value for money and to ensure the best outcomes for the Employees, Members, Partners and Service Users at all times.

Role Responsibilities

- To Lead and manage the councils Asset Management service, incorporating both in-house maintenance teams and outsourced services provided across North Northamptonshire.
- To develop and implement disposal, acquisition, corporate accommodation, and lettings policies.
- To support the Assistant Director in establishing and running a Strategic Asset Management Group, to engage with service representatives to consider the management and ongoing review of the council's assets supporting the implementation of a Corporate Landlord Function.
- To support the Assistant Director in the development and implementation of the council's Asset Strategy and Asset Management Plan.
- To develop strategies for the investment in and growth of the council's commercial portfolio, underpinning the income to the council, and evaluating and assessing options to present to senior leaders and Members.
- To undertake and oversee a programme of asset reviews, developing methodologies around the assessment of assets suitability, including both monetary and community value, delivering efficiencies and improvements in the use of the council's estate.
- To oversee the Community Asset Transfer and Asset of Community Value process, providing technical advice and guidance, and making recommendations on applications.
- To represent the council's interest with external stakeholders, including partners, developers, contractors, and landowners.
- To put in place effective arrangements to provide legislative guidance and technical support, as it applies to Asset Management, to be accessed by building managers and occupiers, to ensure that all occupied properties are effectively managed and legally compliant in accordance with relevant legislation. Ensuring that risks are evaluated and managed, within the legal framework and the wider organisational context whilst supporting service outcomes.
- To achieve performance and financial targets set for estate rationalisation and capital and revenue targets across the medium-term financial plan.
- Responsible for ensuring that there is effective and timely forecasting and analysis of business and financial data to enable robust budget management and budget planning, minimising financial risks, and maximising potential efficiencies.
- To be responsible for the management of risk, ensuring that lines of accountability are clear and well understood and systems are in place for monitoring, evaluating, and managing maintenance and compliance risks to secure the reputation of the council.
- Lead and develop the procurement strategies for Asset Management services and the council's corporate property system, in order to secure cost-effective outcomes by:
- Contract development, negotiations, and regular review in order to ensure the availability of required services and promote service improvement planning and delivery through planned preventative maintenance strategies.
- Developing partnership arrangements.
- Develop management information with customers and contractors in order to manage performance and costs effectively.
- Oversee the work of the teams, consultants and contractors and ensure that correct technical and contract management procedures are followed.
- Contribute as part of the management team to corporate strategies and policies, including implementing the Asset Management Plan, and working with colleagues in other directorates and partner organisations.
- Lead, motivate and develop the in-house Asset Management teams, setting the direction for the service, creating a culture of empowerment and trust, undertaking line management duties of direct reports, being accountable for the budgets and performance of the service covering:
 - Asset Management
 - Commercial Estate Management
 - Strategic Corporate Property
 - Business Centres
- Produce effective and efficient customer reporting tools and documents that demonstrate and promote the value of the service. Maintain systems to inform and receive feedback (including complaints and suggestions) from customers, partners, suppliers, stakeholders and employees; and to evaluate that feedback through the assessment of "lessons learned" in order to ensure

continuous improvement in the delivery of the service. Ensure that customer-focus and best value is promoted as a core value.

- To support the delivery of the councils Carbon Reduction Plan, including responsibility for identifying cost effective solutions that reduce consumption and emission of greenhouse gasses and meet the councils net zero targets.
- **General responsibilities applicable to all jobs**
 - Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
 - Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
 - Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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

Qualifications

Degree or equivalent in a relevant discipline e.g. Asset Management, Property Management.

Membership of relevant Professional Body/ and or management qualification e.g. RICS, CMI, ILM

Health & Safety Qualifications e.g. NEBOSH, IOSH.

Driving Licence

Background and Experience

Extensive Knowledge and understanding of Asset Management including working at a senior level.

Knowledge and understanding of the dynamics and complexities of public sector and Local Government.

Strategic knowledge & understanding of commissioning/running Asset Management services.

Strong contract management and project management skills.

Evidence of continual professional development

Knowledge and experience of how to effect cultural and behavioural change, developing high performing teams.

Excellent business and service planning knowledge and experience

Excellent leadership, negotiation and influencing skills, including change management and significant service delivery improvement.

Recognition of the political environment of Local Government, demonstrating an understanding of how to approach sensitive matters.

Skills and Knowledge

Excellent time management skills, with the ability to plan and deliver objectives with an agreed timeframe and be flexible in work approaches.

Demonstrate excellent communication skills level of written and oral communication and IT user skill.

Ability to develop, influence and maintain good working relationships with a wide range of customers, stakeholders and partners.

Innovative approach to problem solving and achieving value for money.

Excellent performance and financial management skills.

Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.

Demonstrate an understanding of the safe working practices that apply to this role.

Our Values and Behaviours

Our values define who we are and how we operate, by forming the foundation for how we interact with our customers, colleagues and provide our services. They are also at the forefront of our decision making and delivery and include:



Our Key Commitments

Our key commitments help ensure that the priorities we make, now and in the future, maintain the necessary breadth of focus in those areas that we believe matter most.

Our key commitments are:

- **Active, fulfilled lives:** We will help people live healthier, more active, independent and fulfilled lives.
- **Better, brighter futures:** We will care for our young people, providing them with a high-quality education and opportunities to help them flourish.
- **Safe and thriving places:** We will enable a thriving and successful economy that shapes great places to live, learn, work and visit.
- **Green, sustainable environment:** We will take a lead on improving the green environment, making the area more sustainable for generations to come.
- **Connected communities:** We will ensure our communities are connected with one another, so they are able to shape their lives and the areas where they live.
- **Modern public services:** We will provide efficient, effective and affordable services that make a real difference to all our local communities.

Why choose us?

We offer a fantastic working environment including diverse and active staff networks, great flexible working opportunities and well as many other benefits, you will:

- Receive a generous annual leave allowance.
- Have access to our Employee Assistance Programme which offers a confidential service for employees and their families 24 hours a day / 7 days a week. The programme provides expert advice and counselling in areas such as finances, family and personal problems, work issues, health related problems, childcare and consumer rights.
- Join the Local Government Pension Scheme (LGPS), which is a tax approved occupational pension scheme with a generous employer contribution rate, immediate life cover and ill-health protection. Benefits are based on the length of your membership and final salary.

We are proud to be a recognised Disability Confident Employer and is committed to providing an inclusive recruitment process and will offer an interview to disabled applicants who meet the essential criteria for the role.

