



**North
Northamptonshire
Council**

North Northamptonshire Council Job Description and Person Specification

Head of Asset Strategy

Service Area: Assets & Environment

Reports to: Assistant Director Assets & Environment

Salary scale: Band 12 £70,139 - £74,652

Responsible for: Asset Management Team

Purpose of the job

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

You will be the lead council officer for:

- Review and rationalisation of the Council Estate.
- Ensuring the Council meets its obligations with regard to achieving best value from disposals and acquisition
- Find ways to preserve and grow the Council's significant Commercial portfolio.
- Explore ways the Council can transform its estate by working with internal directorates, public sector partners, and Town & Parish Councils
- Ensuring arrangements are in place to Value the Council's Estate as part of its financial reporting arrangements.

You will do this by 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.

Principal responsibilities

1. To Lead and manage the councils Asset Management service, incorporating both in-house maintenance teams and outsourced services provided across North Northamptonshire.
2. To develop and implement disposal, acquisition, corporate accommodation, and lettings policies.
3. 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.
4. To support the Assistant Director in the development and implementation of the council's Asset Strategy and Asset Management Plan.
5. 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.
6. 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.
7. To oversee the Community Asset Transfer and Asset of Community Value process, providing technical advice and guidance, and making recommendations on applications.
8. To represent the council's interest with external stakeholders, including partners, developers, contractors, and landowners.
9. 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.
10. To achieve performance and financial targets set for estate rationalisation and capital and revenue targets across the medium-term financial plan.
11. 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.
12. 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.
13. 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.
14. 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.
 15. 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
 16. 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.
 17. 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

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. 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).
3. 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.

Attributes	Essential criteria	Desirable criteria
	Excellent business and service planning knowledge and experience	Essential
Ability and Skills	<p>Excellent leadership, negotiation and influencing skills, including change management and significant service delivery improvement.</p> <p>Recognition of the political environment of Local Government, demonstrating an understanding of how to approach sensitive matters.</p> <p>Excellent time management skills, with the ability to plan and deliver objectives with an agreed timeframe and be flexible in work approaches.</p> <p>Demonstrate excellent communication skills level of written and oral communication and IT user skill.</p> <p>Ability to develop, influence and maintain good working relationships with a wide range of customers, stakeholders and partners.</p> <p>Innovative approach to problem solving and achieving value for money.</p> <p>Excellent performance and financial management skills</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	Essential

