

Role Profile

Role information

Job Title	Head of Service- Corporate Property	Position No.	HR use only
Position type	Permanent	Hours per week	37
Grade and Salary Range	HOS – Service Head 1 £85,381 (pro rata for part time)		
Location	Oxford		
Service Area / Directorate	Development - Corporate Property		
Responsible To	Executive Director – Development	No. of employees	Up to 50
Budget (£)	£15m	Assets	Click here to enter text.
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is politically sensitive		

Role purpose

To act as the lead officer responsible for developing and embedding the Council's Corporate Landlord approach, providing greater centralisation and co-ordination across all activities relating to the Council's General Fund assets.

Taking responsibility for managing a service that will drive forward the Corporate Landlord approach, including:

- Asset management strategy and associated investment planning
- Estate management, including responsibility for all property transactions
- Repairs and maintenance
- Statutory compliance and health and safety in respect of use and occupation of, and works to, property assets

The post holder will also be responsible for embedding the Corporate Landlord approach across the Council, including where teams and service areas do not sit within the Property and Assets services. This will include partnering across all service areas, in particular developing processes and protocols with the following areas:

- Facilities Management
- Regeneration, Development and PMO
- Communities

Playing a key role on the Development Directorate's management team, working closely with the Executive Director for Development, and alongside the Head of Planning Services and Head of Regeneration and Economy. Building strong partnerships and relationships across the Council,

our wholly owned companies and Joint Ventures is critical to deliver our shared corporate agenda.

To act as a Board Member or client for one or more of the Council's owned companies and Joint Ventures, as required.

Role responsibilities and main duties

Corporate landlord

- To develop, roll out and embed the Council's Corporate Landlord approach, including the necessary level of corporate governance

Asset management strategy and effective asset planning, including:

- The development, delivery and periodic renewal of the corporate Asset Management Strategy (AMP), continuously working with service areas to ensure their current and future needs are addressed
- To work in liaison with the Head of Housing Services in relation to HRA asset management
- The delivery and maintenance of stock condition assessments across the Council's General Fund assets
- Undertaking strategic asset and budgeting prioritisation to inform decisions
- Ensuring that the Council moves towards and retains a balanced commercial portfolio to manage its risk exposure
- To develop and implement the property investment strategy, linked to the AMP
- The provision of good and robust data management

Estate management

- Responsibility for the Council's property transactions (including acquisitions and disposals),
- Negotiations and sign off of occupational agreements, rent reviews and service charges and providing necessary landlord consents
- Responsibility for securing income from the Council's assets against agreed targets, including the commercial portfolio, as well as managing debt.
- To promote and manage relationships with the Council's commercial tenant base to protect long-term income streams and deliver against the wider corporate outcomes, and its service delivery
- To understand and promote the needs of service areas and users through any property and asset interactions with them
- Leading on land agreements with the Council's companies and joint ventures and supporting the client function the Council has where their activity relates to its land
- Working in partnership with the Regeneration and Economy team, lead on the procurement and subsequent delivery of Joint Ventures and Development Agreements
- Provide the client function for external consultants and agents. Including development consultancy, disposals, valuations, appraisals

Repairs and maintenance

- To ensure the Council has a maintenance strategy for its assets to support the effective prioritisation of investment
- To ensure that an assessment of value for money and where appropriate an options analysis has been undertaken to inform investment decisions
- To provide effective management and oversight for the Council's programme of repairs and maintenance

Statutory compliance and Health and Safety in respect of use and occupation of, and works to, property assets

- To lead on compliance and Health and Safety in respect of use and occupation of, and works to, property assets

- Where necessary establish and then maintain good governance around asset related Health & Safety
- Ensure the necessary systems are in place to ensure the Council has good practice in relation to its property assets, including around training, document management and audit related activities, working with corporate Health and Safety leads

Council Owned Companies and Joint Ventures

Company Directorship Responsibilities (where required):

- To comply with the legal responsibilities of a Director for one or more of the Council's companies (as required), recognising and complying with your fiduciary duty and the Articles and Board Terms of Reference.
- Where acting as a Director for Council's companies you will seek to ensure the company's compliance with the provisions set out in any relevant Shareholder's Agreement and recognise the duties and responsibilities owed to shareholders.
- Where in the course of your duties as Director of a Council company there is a material conflict between your role as company Director and the interests of the Council you will refer such conflict to the Chair of the company and play no part in any decision making process of that company in relation to the specific conflict.

Lead Officer Responsibilities (where required):

- To maintain oversight of progress against strategically important projects within the companies' and Joint Ventures' business plans, identifying blockages or issues and actions that the group might take to resolve / mitigate.
- Work with the Corporate Management Team (CMT) to support the function of an effective client of the companies and JVs.
- To support and strengthen the ability of the Managing Directors (or company/JV staff as appropriate) in working with the company and Joint Venture boards to fulfil the aims of the Council.
- To provide informed and effective advice as advisors on matters going to the Shareholder and that this advice is discussed with the Managing Directors, Board, and company/JV staff (as appropriate), to resolve any issues in advance of Shareholder meetings.

General

- Work closely with Facilities Management and wider Communities team to help determine the required FM services for different assets and to inform FM activities and procurements.
- To work with FM to better understand utilisation of relevant corporate assets to enhance efficiencies, new works of working and drive saving, or improved outcomes through the way we manage our asset portfolio
- To work closely with the Regeneration, Development and PMO teams and provide the client function, as landowner, to help prioritise and agree project briefs and activity, ensuring full co-ordination and understanding across the Council to support cross service solutions. To also work to ensure consistent and effective business case and option appraisals through the capital programme gateway process.
- To be responsible for the financial and operational performance of the service, ensuring services and projects are delivered and compliant within the Council's constitution and quality standards, budgetary control, and according to relevant legislation and Council policies. To ensure adequate staff resources are in place and budgeted for, including working to ensure appropriate capitalisation of staff resource where appropriate and securing external funds to support posts.

- Contribute to determining the appropriate utilisation of key resources e.g. staff, finance and physical assets in order to deliver priorities within the service area.
- Ensure the implementation of good/best practice principals relevant to the service area
- Ensure staff at all levels are effectively performance managed and developed.
- Ensure the involvement of, and consultation with, stakeholders in the delivery of services.
- To stimulate and manage change to ensure a culture of continuous review and improvement is embedded within the service so that 'traditional thinking' is challenged and innovation pursued.
- To deploy effective decision making skills – demonstrating the ability to think strategically and tactically how the implications of the overall outcome/s will affect their overall goal/strategy and how to secure successful implementation and management of risk.
- To apply political awareness to leadership and service delivery, use initiative to recognise emerging problems and pro-actively demonstrate strong leadership skills in influencing and problem solving techniques to reach solutions.
- To take the lead by demonstrating personal responsibility and modelling expected leadership behaviour and competencies that reflect the council's culture and ambition
- Represent the Executive Director – Development, as appropriate
- Undertake such other duties and responsibilities as determined by the Director that are consistent with the level and nature of the post.
- As a member of the departmental senior management team to proactively contribute to the management of the department, undertaking special projects and participating in cross departmental and corporate working issues as required, providing clear advice and/or leadership on property related matters as necessary.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Degree level and qualified as a Chartered Surveyor (General Practice).	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Evidence of continuing professional development	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Significant experience at a senior level of successfully leading a service area or multi-disciplinary team focused on property and asset management	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
A strong track record of providing advice on significant development and regeneration projects at senior level within an organisation of comparable size and complexity.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of implementing appropriate systems and processes for the disposal/development of land and property.	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experience of successful leadership and a proven track record in Delivering change tangible results and customer focused services.	<input type="checkbox"/>	✓	✓	<input type="checkbox"/>
Significant experience of dealing with complex property development/disposal work, including appraisal valuation	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

techniques, identification of funding streams, joint venture opportunities etc.				
Experience of managing large-scale budgets and projects.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
An understanding of the issues and opportunities in managing property portfolio for public sector service delivery and a successful track record.	<input type="checkbox"/>	✓	✓	<input type="checkbox"/>
Experience in commissioning and managing repairs and maintenance works.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Able to demonstrate highly developed oral, written and presentational skills including an ability to influence and negotiate effective collaborative partnerships.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Proven ability to operate effectively within a public sector environment with political acumen to develop productive working relationships with internal and external stakeholders.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive understanding of property issues, opportunities, policies and legislative developments. Demonstrating commercial and business expertise in work area.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
An understanding of the compliance and Health and Safety requirements associated with property and asset related activity.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Workforce Planning	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Desirable Criteria

A I T D

Member of the Royal Institute of Chartered Surveyors	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
A track record of leading, motivating and inspiring multi-disciplinary teams.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of promoting a positive and enabling culture.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>

Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.