

## Job Description

<b>Job Title:</b>	Assistant Director – Property, Investment and Contract Management
<b>Salary:</b>	£73,710 - £77,983 (Assistant Director - Level 2 Grade)
<b>Location:</b>	Office bases will include those at Bodicote and Towcester respectively but will also include all other office locations in both Districts.
<b>Contract:</b>	Permanent
<b>Reports To:</b>	Executive Director – Finance and Governance
<b>Responsible for:</b>	Reporting directly to Executive Director – Finance and Governance and operating as a member of the Councils wider leadership team with direct responsibility for property, investments and contract management. Required to provide operational leadership, direction and impact across the councils and within the teams to deliver the best outcomes for residents and communities.
<b>Direct Line Management for:</b>	<ul style="list-style-type: none"><li>▪ Senior Valuation and Estates Officers x3</li><li>▪ FM Contract and Performance Manager</li><li>▪ Special Projects Manager</li><li>▪ Health and Safety Manager</li><li>▪ Senior Administrator</li></ul>

### Key Relationships

Externally: Wide network of contacts from within the public and private sectors at national and local level including stakeholders, local partnerships, council owned companies/enterprises regeneration organisations, government departments and business organisations, including council-owned companies.

Internally: Chief Executive, Elected Members, Directors, Assistant Directors, and managers and teams from across the council.

### Job Purpose

- Responsible for the leadership and operational delivery of the Property, Investment and Contract Management function across the councils.
- To lead the councils' approach to identifying a range of innovative investment opportunities in order to deliver economic and social benefits to the councils, residents and local communities.
- Responsible for delivering excellent value for money from the councils' property asset portfolios and providing an outstanding property service to internal and external customers. Ensure that assets and facilities enable the achievement of the councils' wider objectives.
- Overall responsibility for ensuring that all assets are effective, safe and compliant.

## **Corporate Duties and Responsibilities**

- Actively contribute and support the leadership team to deliver and monitor the vision, strategic direction and core values of the councils and provide a clear sense of direction, optimism and purpose.
- In conjunction with the senior leadership team ensure that constructive relationships are developed and maintained between each council and the partner organisations which are important to meeting the objectives of both councils.
- Demonstrate your leadership skills through the effective management of your team in achieving high levels of performance
- Ensure that there is a clear and consistent focus across the councils and their partners on delivering an inclusive and outstanding customer experience to all residents and communities of CDC and SNC.
- Ensure that staff are provided with appropriate support and opportunities for personal development to ensure that both councils are in the best possible position to deliver the broadest possible benefits of joint working.
- Manage and monitor performance and resources within the functions to ensure the delivery of high quality services in a manner which demonstrates compliance with relevant policies, guidelines, regulations and national standards.
- Prepare timely budgets in accordance with the corporate framework to deliver priorities and contribute to the business planning process.
- Adhere to both councils' health and safety and equalities policies.
- Deputise for the Executive Director as required.

The list of duties is not to be regarded as an exhaustive list and you should be aware of the need for absolute flexibility in the interest of the organisations and their customers.

### **Service Specific Duties and Responsibilities**

- Lead the councils' approach to identifying a range of innovative investment opportunities in order to deliver economic and social benefits to the councils, residents and local communities.
- Work with the senior leadership team and elected members to bring forward innovative investment opportunities.
- Responsible for the strategic management and maintenance of the councils' operational, income-producing and strategic land and building assets.
- Responsible for the delivery of the capital programme and for contract management in relation to new and existing assets and buildings.
- Provide professional and technical advice in respect of buildings and maintenance requirements to ensure all premises remain fit for purpose, including repair, refurbishment and new build schemes.
- Responsible for ensuring that all assets are effective, safe and compliant.

This list should not be considered exhaustive and may change in the future.

# Personal Specification

## Part 1 – Leadership Experience

- A proven track record of consistent and demonstrable achievement at a senior management level within an organisation of comparable scope and complexity.
- A demonstrable track record of leading, motivating and managing teams to achieve high performing and significant, sustainable service improvements and outstanding results, through internal and external partnerships.
- Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within a safe, open and high-performing working environment.
- Evidence of establishing a performance management culture to drive continuous improvement, including service planning, target setting, performance appraisal and the management of staff groups.
- A track record of working in and forging successful partnerships with a wide range of internal and external bodies including governmental and non-governmental organisations, the private and voluntary sectors.
- A proven track record of working effectively within a political environment, providing clear, balanced advice and guidance on strategic and operational issues that achieve service objectives.
- A proven track record of applying commercial judgement in making decisions that will deliver cost-effective and efficient results.

## Part 2 – Role Specific Experience and Qualifications

- Demonstrable experience in leading and managing a range of services similar to those set out in the job description, including comprehensive knowledge of the legislation related to the functions contained with those services.
- Demonstrate the capability and capacity for critical thinking and be able to apply this insight in a practical and engaging manner.
- A demonstrable track record of successfully managing substantial and complex property and/or investment projects.
- Qualified to degree level or equivalent in a subject relevant to responsibility.
- Membership of a relevant professional body (e.g. MRICS, RIBA, RTPI).
- Proven track record of budget management and business planning.
- Evidence of continued professional development in a relevant field.

### **Part 3 – Key Competencies and Behaviours**

As reflected in the Role Competency Profile, and to also include:

- Prepared to quickly and flexibly react to the needs of the councils, their customers and partners.
- Excellent leadership and management skills, at a strategic and operational level and including the ability to delegate appropriately.
- Strong interpersonal skills and the ability to influence and persuade.
- Strong personal commitment to the delivery of first class services.
- High level communication, networking and ambassadorial skills.
- Business acumen.
- Vision and creativity.
- Ambitious, energetic and highly motivated.
- Visible, approachable and accessible; resilient, determined and confident.
- Awareness of own strengths and weaknesses and commitment to addressing areas requiring development.