

JOB OUTLINE

Dept: Customer Services		Section: Investment Property
Post No: CUIP01001	Designation: Head of Property	Grade: 16 (+Market Supplement)

Purpose of Job:

To lead on asset management issues for the Council, including providing strategic guidance for the management of the City Council's property portfolio, in accordance with good practice and with an emphasis on the continual improvement of service and maximisation of revenue income from the Council's investment property.

To actively promote and deliver the development of Council land and re-use of buildings, working in partnership with the City Development Team, to assist with the Council's corporate objectives and priorities. To work to secure the regeneration of the City as set out in the Local Plan, including the City Centre, as set out in the City Centre Plan, through working with developers, land owners and partners such as Lancashire County Council and Homes England. To support the delivery of the Preston Housing Zone, One Public Estate and other programmes as appropriate.

To manage and develop the Council's property services and asset management functions, including direct management of the Property Team, property data assets and associated functions.

Main Duties/Responsibilities:

Strategy

- To oversee the implementation of the recommendations in the Investment Property Review published in January 2017 or any other review which seeks to rationalise the Council's estate and identify development opportunities.
- To co-ordinate the Council's asset management activities, including the development of partnering or partnership arrangements with other public sector partners as may be appropriate.
- To initiate and facilitate the development of strategic sites and buildings, within the City Centre and elsewhere around Preston, working with developers, site owners and others to ensure positive outcomes which add to the City's offer.
- To work closely with relevant strategic partners, within and around Preston, across Lancashire and the North West on the delivery of those objectives.
- To research and recommend appropriate action, establish policies and procedures in respect of compliance with legislation, codes of practice, government regulation and best practice guidelines; liaising as necessary with government agencies, outside bodies, organisations and internal departments.

Service Delivery

- To provide high quality professional advice in support of effective planning, co-ordination and implementation of property services and asset management functions, including contributing towards the preparation of the Council's Corporate Plan.
- To represent the service and the Council internally and externally including to Cabinet and Cabinet Members as appropriate.
- To ensure that asset and portfolio management are carried out in accordance good estate practice.
- To initiate innovative ways of working to ensure effective and value for money delivery of operational activities.
- To develop and deliver new projects in line with Council priorities, through initiating and support major site development projects.
- To prepare and present reports to internal and external groups as required.

Quality Assurance

- To ensure that the service operates quality administration and management systems in line with relevant Council policies.
- To develop new systems in line with acknowledged best practice.
- To monitor the standard of service delivery within the service including the production of performance indicators and other management information.
- To ensure that the service continues to offer excellent customer care.
- To deal sensitively with complaints and rectify shortfalls in service delivery.

Resource Management

- To ensure a detailed annual budget is produced and managed within agreed limits, and produce the regular monitoring and accounting reports as required by the Director and other Council services in accordance with the Council's constitution.
- To take lead responsibility for property portfolio income streams.
- To identify any significant resource problems and inform the Director of any proposed solutions.
- To identify and continuously manage the risks of the section and carry out reviews in accordance with the Council's risk management policy.
- Maintain and develop a comprehensive record of the Council's land and property ownership and asset management data.

Staff Effectiveness

- To oversee the implementation of relevant human resource policies and procedures.
- To assist the Director in developing good communication systems and effective teamwork.
- To establish and monitor performance indicators within the Property Team including determining working practices and systems of work.
- To provide professional and practical advice, guidance and technical support to staff.

Functional areas for which the post has responsibility:**Property Services**

- Management of the Investment Portfolio
- Strategic Property Acquisitions
- Strategic Property Disposals
- Professional surveying support to internal departments and partner organisations
- City Council land ownership and property management records
- Asset Management Plan and Capital Strategy
- Asset valuations for accounting purposes

The Indoor and Outdoor Markets**Management Workshops, Riversway**

- Business incubation workshops let with on-site admin support services

Community Centres

NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote race equality and all employees must be aware of that duty and work to the Council's equality standards.

In addition, other duties at the same level of responsibility may be allocated at any time

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