JOB OUTLINE

Directorate: Environment & Property		**Section:** Operational Property
Post No: EPOP01001	**Designation:** Head of Operational Property	**Grade:** 16

Purpose of Job:

To manage the Operational Property Division with responsibility to the relevant Director, providing efficient and effective service provision in accordance with the Council's aims.

Main Duties / Responsibilities:

- To provide leadership to the division in the management of Architectural Design, Quantity Surveying, Building Maintenance, Energy Efficiency and Facilities Management provision.
- Manage, direct and advise on the Council's procurement strategy in respect of design and construction requirements.
- Manage, develop and motivate staff within the Division, to maximise delivery of an effective and efficient service.
- Act as budget holder for the services managed, including the management of the annual Corporate, Operational Property and Building Maintenance budget.
- Manage the £multi-million Corporate, Capital Programme budget, in respect of construction related projects undertaken/commissioned by the Division.
- Prepare the Corporate, Core & Major Asset Strategy, to feed into the development of the Corporate 5-year Capital Programme.
- Prepare reports for submission to Council and Cabinet meetings as required.
- Act as 'Building Manager' for the Town Hall and the Guild Hall (subject to any agreement reached on its future/partnering arrangements.
- Management of the whole range of construction and facilities related services and contracts in respect of the Council's properties and assets.
- Manage energy efficiency and water minimisation across the Council's property portfolio including all necessary duties related to the attainment of Carbon Neutral status in line with Council Policy.
- Ensure that all relevant services are delivered effectively and fully implement the appropriate Council Policies.
- Operate financial management systems that provide capital, revenue and fee management information for use within the department and for clients.
- Develop systems and services within the Service to support effective electronic working and the principles of e-government.
- Undertake design services, including drawing and plan preparation using CAD systems.
- Act as Project Manager for the implementation of construction schemes and provide overall management supervision of staff undertaking such schemes on behalf of the Division.
- Provide advice and support to internal clients on all aspects of property development, including Planning requirements, Building Regulations and duties under the Constructions (Design and Management) Regulations 2015.

- Assist in the overall management of the Directorate, including all aspects of staff management, recruitment and development.
- Management of health and safety issues in relation to Property and Facilities Management, including C.D.M., Fire Risk Assessments, Legionella and Asbestos Risk Management and general building health and safety.
- Liaison with statutory bodies, external partners, and client organisation to effectively enhance the quality of the Council's buildings.
- Implement the requirements of the Equality Act 2010, in Council properties, advising clients on needs to comply with legislation.
- Manage effective support services to the Council's central administration buildings, including mail, reception, portering and security services, in order for the Council to provide flexible and responsive services.
- Undertake such other duties and responsibilities appropriate to the post or grade as agreed by management.
- Emergency Planning – In the event of a peacetime emergency, be responsible for the management of the response of your Department as documented in the Council's Emergency Plan and your Departmental Emergency Plan, with reference the sections defining the main emergency roles of your Department and to respond appropriately upon being contacted.

Furthermore, and in the absence of the Assistant Director, be responsible for the management of the response of your Directorate, as documented in the Council's Emergency Plan, with reference to the section defining the main emergency role of your Directorate.

Specifically, the Operational Property Manager will, upon the activation of the Council's Business Continuity Plan, act as the Premises Coordinator and will play a crucial and pivotal role in response to a subsequent business interruption.

N.B: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote 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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