EMPLOYEE SPECIFICATION

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

Qualification:

E	Educated to degree level in a relevant property discipline or the ability to demonstrate alternative qualifications and experience
E	Membership of a relevant professional institute (e.g. RICS)
E	Management qualification, with evidence of project management training

Knowledge/Skills/Abilities:

E	Excellent organisational skills with an ability to lead through a period of change, meet deadlines, set targets and work under pressure
E	Ability to provide visible and supportive leadership
E	Ability to manage competing priorities, diverse projects and high workloads
E	Proven ability to prepare and strategically manage sustainable budgets
E	Ability to put corporate objectives and priorities into practice
E	A good understanding of public sector issues and political awareness
E	Ability to develop, manage and contribute to partnerships involving various stakeholders
E	Ability to develop productive working relationships with Council Members, senior managers and external consultants
E	Knowledge of Property and Asset Management issues
E	Ability to manage, direct and advise on the council's procurement strategy in respect of design and construction requirements
E	Ability to produce and manage a clear strategy for the management and repair of Council assets
D	Ability to manage client/customer relations
D	Knowledge of construction process and design methods

Experience:

E	Experience of management of staff and resources in a senior position
E	Experience of managing services to meet customer needs
E	A record of accomplishment in promoting, leading and implementing change programmes
E	Experience of developing strategic sites and working with contractors/developers
E	Experience of working with outside bodies and external consultants and other sections in a senior position
D	Experience of working with Elected Members and public representatives

Special Requirements:

D	Ability to attend meetings etc outside of office hours
D	Driving licence and use of own car for business purposes

NB E Essential
D Desirable

Date Produced: May 2023