

Job Description

Head of Property and Development Projects

Spot Salary: £64,000

Full time 36.25 hours

Responsible To:

Director of Commercial Service

Responsible For:

Property and Development Projects
Service

About the job:

You will lead the councils' property and estates function, ensuring that the councils assets are effectively managed, providing a professional building and estates service. You will also lead our major development projects, from the development of initial proposals through to successful delivery.

Role:

Lead the effective management of the councils' assets, including the development and delivery of asset management strategies and plans.

Lead a high quality estates function, meeting the councils' priorities and legislative requirements

Ensure that there is good records management across the property and estates functions, making good use of technology and supporting service delivery

Ensure that the councils' buildings, assets and estates are safe, meeting legislative requirements

Provide professional advice to other officers and Members on property, development and estates

Manage professional teams, including undertaking appropriate procurement and continuing contract management

Lead on securing significant council, other public sector and private investment to bring forward and implement development that will achieve the delivery of the priorities of the councils

Oversee the development and delivery of multi-million pound major capital regeneration projects and programmes that play a significant role in the councils' corporate and financial strategies.

Lead the development of major sites in council ownership

Responsibilities:

Line Management:

- You will manage individual and team performance to ensure that agreed targets and outcomes are achieved and that quality services are provided at all times, in line with our HR policies
- You will be responsible for all aspects of staffing matters related to the team including recruitment, appraisals, absence management, capability and discipline
- You will participate in and deliver staff development activities as required

Corporate:

- Carry out your duties and responsibilities in line with Health & Safety Policies and associated legislation
- You will actively promote customer care, value for money and performance management
- You will manage organisational risk effectively and ensure effective governance around decision making
- Your duties will be carried out in line with our equality scheme
- You will be compliant at all times with GDPR and data protection legislation
- You will constructively participate in communication and promotional activities
- You will promote an environment of continuous learning & development and professional behaviour in line with the organisations' values and behaviours
- You will manage the budget in line with the organisations' Financial Regulations.
- You will effectively manage and support change
- To ensure that all activity complies with Standing Orders and Codes of Practice
- You will contribute to the Councils' Emergency Planning arrangements.

Organisational:

- You will be committed to the councils' visions, values and associated behaviours, including trusting and empowering staff and colleagues. You will know what your teams' role is in delivering this.
- You will understand and communicate the Councils' plans ambitions and position to your team, supporting your team's understanding and engagement in delivery.
- You will create an inclusive culture which provides opportunities for everyone to participate and progress in
- You will have effective relationships across all Directorates, with stakeholders and external partners to ensure the councils' priorities and objectives are met.
- You will positively promote and represent the Councils at all times
- You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role

What the successful candidate will have:

Qualifications

- Have a relevant degree or equivalent experience.
- Hold a relevant professional qualification, or have significant equivalent experience
- A current full driving licence or equivalent mobility
- Evidence of continuing professional development

Experience

- Be able to think and act strategically across and outside organisational boundaries.
- Have significant experience of managing relevant teams and functions with demonstrable success.

Knowledge, Skills & Abilities

- Be able to drive pragmatic short-term solutions within a strategic framework and without losing sight of priority goals and objectives exercising good judgement given the information that is available.
- Knowledge and understanding of how to bring sites forward and keep them commercially viable
- Knowledge of establishing effective asset management functions
- Be able to drive change through others using project management methodology on behalf of the wider organisation.
- Be able to initiate, develop and sustain successful partnership working ensuring the collaboration required to achieve shared results.
- Able to inspire others with a compelling vision of the future, engage others in that future and motivate them to make the required contribution
- Able to be a key advocate for change coupled and have the personal courage and resilience to cope with ambiguity, uncertainty and pressure.
- Able to work flexibly across South Ribble and Chorley.

You will play a key part in our organisational culture:

A LEARNING FORWARD THINKING ORGANISATION – Plans and prioritises effectively deciding what to do and what not to do, if unsure ask

RESPECT AND INTEGRITY – Is visible, approachable, open and honest with colleagues.

PRIDE – Creates an upbeat, positive culture among colleagues.

TWO COUNCILS, ONE SHARED SERVICE – Builds effective relationships outside their immediate team, with win-win relationships for all