

# Job Description

## Head of Operational Assets

**Spot Salary: £64,000**

Full time 36.25 hours

### Responsible To:

Director of Commercial Service

### Responsible For:

Operational Assets Service

### About the job:

You will lead and manage the councils' property operation and residential assets portfolio ensuring that they support the councils in achieving their priorities. You will ensure the councils' property portfolio is maximising the revenue for stakeholders.

You will ensure that the council are providing a progressive housing portfolio which are statutory compliant and commercially sound. You will ensure that the councils' markets are thriving and well run, supporting the development of thriving town centres.

### Role:

Lead on the management of Chorley's town centre assets and operations including Market Walk, Markets, CCTV and Parking Enforcement.

Lead the management of South Ribble's markets and support the work of the Town Deal in developing Leyland town centre.

Lead work across both boroughs to develop thriving town centres, including engagement with key stakeholders

To lead and manage the councils' residential assets and grow the estate in line with agreed objectives

Lead the management of the councils' commercial assets, ensuring that they are well-run and achieve the councils' objectives including any financial return

Manage other community assets, including community centres, to provide high quality spaces for our communities

## **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.
- 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.
- Skilled in developing effective working relationships with a wide range of stakeholders
- Knowledge of managing a portfolio of commercial and/or residential assets
- 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