

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 03453

Service Area: Corporate Property

Grade: 8

Job Title: Asset Advisor

REPORTS TO: Senior Asset Advisor

PURPOSE OF JOB: To support, review and maintain a clear property strategy for all Lincolnshire County Council's (LCC's) property assets within an allocated area of Lincolnshire, working alongside other colleagues in other areas as and when required.

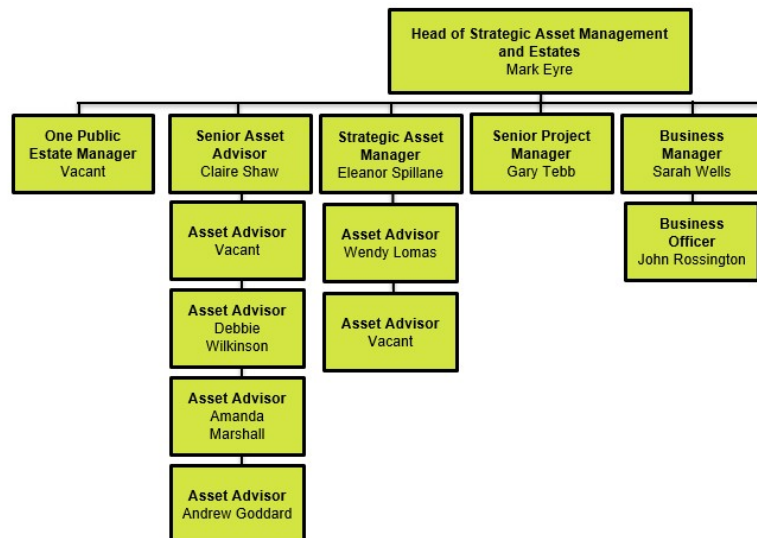
To provide strategic planning advice and support in relation to the development of Lincolnshire County Council's ('LCC') property portfolio (both schools and service properties). Assist the Senior Asset Advisor, Strategic Asset Manager, and the Head of Property and Business Operations Strategy in identifying and planning for the short, medium and long term requirements of LCC in relation to the property portfolio, in order to optimise the best use of the resources available.

Utilising data and surveys available to determine how to implement LCC's pupil place planning strategy, allocation and spend of S106 funding, service changes, commercial opportunities on the properties within area of work.

Manage the initial Corporate Landlord requests from services, working in partnership and providing clarity and support to internal and external stakeholders to deliver the Corporate Landlord approval process.

To be the key point of contact with customers to provide support to the Asset Manager in forming and translating service asset management plans in line with LCC's overall objectives. Manage the translation to the service needs into a planned development of our property asset. Implement, negotiate and define project briefs for the delivery of Lincolnshire County Council's (LCC's) property strategy, to meet the need of the services LCC Corporate Property support, and the customers LCC serves.

TEAM STRUCTURE:



MAIN DUTIES:

1	To work directly with schools, academies and Council services to promote the optimum use of all LCC property assets in order to enable LCC to respond to changes across the county. To provide information, analysis, advice and support in order to identify both potential surplus capacity and pressure on places to inform decision making on future capital investment on school sites.
1a	To lead on the preparation and review of Service Asset Management (SAMPs) plans to inform the Corporate AMP and CP Strategy. To work with service representatives and partners and other stakeholders in the delivery and review of the SAMPs.
2.	To have responsibility for undertaking suitability assessments on all properties across the county. To review, update and maintain property records to inform the asset management planning process. To carry out area reviews...
2a.	To undertake Area Reviews on a rolling programme to inform the Asset Manager of potential property options to help support and deliver services within that area. Challenge the use of property resources, identify more efficient use, drive change and lead key strategies to help services to transform.
3.	Undertake the development of business case, funding bids, project management of projects and programmes of work as the service requires ensuring best use of all resources is achieved. Make recommendations for changes to property strategies and plans to optimise asset utilisation, achieve value for money and ensure fitness for purpose
4.	Lead on a range of property projects, ensuring robust project control and governance mechanisms are in place through the project lifecycle. Planning, time scheduling and monitoring the progress on projects, making sure that processes are followed to provide effective and timely handover to delivery teams. Regular periodic project reviews to ensure projects are on track and will meet agreed deadlines and outputs as per project plan. Managing conflicting project interdependencies, unresolved issues and the communication plan during the lifecycle of the project. Develop and maintain strong and effective partnership relationships with commissioners and their teams to ensure all service/operational needs are understood and translated into property solutions. Projects will be handed over to delivery team at the end of RIBA Stage 0.
5.	Lead on face to face meetings, workshops and business case reviews with services, customers and stakeholders, to identify options and solutions to both meet the capacity requirement for the provision of schools places and facilitate optimal service delivery. Provide assurance to senior officers and elected members that there will be optimum use of school buildings and sites, to ensure Lincolnshire has the ability to meet the supply and future demand of school places.

6.	To manage and ensure compliance with LCC's contract, procurement and financial regulations on all programme/project procurement and delivery matters.
7.	Work directly with service areas, schools and academies across the county acting as the single point of contact for Corporate Property.
8.	Lead on the development of business cases and reports in relation to property development and organisational planning, by collating and providing asset management data and performance information available, to provide the analysis of options appraisals; delivery of benefits and innovative ideas and outcomes.
9.	Develop and submit funding bids in response to meeting LCC's strategic objectives in relation to pupil place planning, service needs and opportunities for joint partnership working.
10.	Review and provide challenge on the use of property resources, where appropriate to do so through an asset management plan based approach, developing value for money solutions within the wider context of LCC's and the wider public sector property estate.
11.	Establish and develop strong, effective relationships with colleagues, internal and external customers, other directorates, schools, academies, head teachers, governing bodies, academy trusts and external partners to enable delivery of LCC's objectives This in some instances will involve working with other statutory agencies and with the private and voluntary sectors, who provide services on school sites, or within LCC properties or services.
12.	Liaise and instruct as and when required with the current contracted property service supplier, on all lease-in and lease-out issues related the occupation of LCC sites.
13.	To develop, maintain and ensure the upkeep of property records for all LCC sites in relation to suitability, sufficiency and net capacity assessments.
14.	Manage the data collection, moderation, and reporting using multiple online data sources and Excel or similar statistical and reporting software packages from corporate, service and other partners.
15.	Using appropriate techniques, modelling and analysis tools monitor and actively analyse data for the identification of detailed trends to inform business and asset management planning, including whole life costing exercise
16.	Lead on closed school process, liaising with stakeholders and the valuation team to ensure safe handover of building including keys, alarm codes, maintenance and the final disposal of the asset.
16 a.	Maintain detailed knowledge and skills across a diverse range of specialist disciplines, using the appropriate guidance and legislation, such as Building Bulletins. Review and interpret, and where necessary amend operational practice and procedures to provide and champion appropriate solutions to influence the Council's strategic approach.
17.	Appraise potential changes to school's playing fields, and complete all statutory documentation, gaining approval from the Secretary of State, complying with LCC's statutory obligation under s77 of the Schools Standards and Framework Act 1998, to change the use of school playing fields.
18.	Assist in maintaining effective external partnerships to enable the delivery of the Children's Services Plan with regard to asset management, school place planning, and LCC's Property Strategy. This will include asset plan aspirations, assisting in the development, review and implementation of LCC's property policies, procedures and processes as appropriate.
19.	Provide advice to schools and officers in relation to national educational standards on property related matters and trends or changes in policy which may have an impact on the delivery of pupil places.
20.	To manage visits and diarise time effectively to ensure best use of time and resources. Always taking a flexible approach, to ensure the ever changing work plan is managed effectively. If required provide training on the process and procedures attached to the undertaking of suitability assessments, mentoring new members of the team as required to ensure knowledge and expertise is shared across the property service.
21.	To contribute to the annual review of the Property Strategy Plan as appropriate.

22.	To work with project managers to provide strategic context and asset management information in the delivery of large and complex projects. Actively contribute to development, planning and review of projects by providing asset data, performance and trends.
23.	To use professional knowledge to identify innovative proposals for asset management and use of LCC's assets in support of corporate outcomes.
24.	To look to continuously improve the service and LCC's approach to asset management, identifying value for money savings and efficiencies, alongside commercial opportunities.
25.	To interpret and communicate complex pupil place planning and asset related data including net capacity, curriculum analysis. Supply the Strategic Development Officer with relevant school site information to inform Section 106 developer contributions.
26.	The post holder will support the development and review of the Corporate Property Strategy, best practice data, which involves the collation and analysis of internal and external data.
27.	Provide analysis of options, property developments / proposals taking into account policy, budget pressures, educational outcomes and service delivery.
28.	Deputise for the Senior Asset Advisor and/or Strategic Asset Manager when appropriate.

PERSON SPECIFICATION			
Requirements	Where identified*	Essential	Desirable
Specialist Knowledge			
Strategic planning	I	<input type="checkbox"/>	
Experience of analysing, harnessing and using data	A	<input type="checkbox"/>	
Experience and knowledge in asset management planning	A		<input type="checkbox"/>
Highly skilled in understanding and interpreting complex and specialist asset data and Government property/asset policy or guidance to present and communicate to a wide ranging audience.	T	<input type="checkbox"/>	
Good working knowledge of Local Government	I	<input type="checkbox"/>	
Good working knowledge of property based issues	I	<input type="checkbox"/>	
Good knowledge of the portfolio	I		<input type="checkbox"/>
Project management skills	A/I	<input type="checkbox"/>	
Ability to propose various property solutions	P	<input type="checkbox"/>	
Ability to identify and interpret policy, trends and guidance from National and Local property organisations	A	<input type="checkbox"/>	
Other Skills			
Ability to use data to help inform decision making	A	<input type="checkbox"/>	
Experience of producing effective documents e.g. reports and business cases	A	<input type="checkbox"/>	
Effective, verbal communication skills in writing and presentations writing	A/P	<input type="checkbox"/>	
Building effective relationships	I	<input type="checkbox"/>	

Ability to think strategically	A	☐	
Organisational skills	A	☐	
Interpersonal skills	A	☐	
Customer care skills	A	☐	
Influencing skills	A	☐	
Innovation skills	A	☐	
Attention to detail	A	☐	
Analytical	A	☐	
Ability to clearly communicate business objectives and outcomes	I	☐	
Ability to shape property plans through information, insight and persuasion	I	☐	
Supervision of technical support staff	I		☐
Ability to interpret complex data to create innovative and imaginative solutions	P	☐	
Ability to present property proposals to a wide audience including the public, members and senior managers	I/P	☐	
Ability to develop effective working relationships and engage a broad range of stakeholders	A	☐	
Good competency in using Word processing, spreadsheets, Word, PowerPoint, Outlook, Excel	A/T	☐	
Ability to use Property record systems	A		☐
Ability to work with service, wider Council and provider systems.	A		
You are required to have access to transport to travel around the County	A		

GENERAL

The post holder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The post holder is expected to work to the [Lincolnshire County Council Core Values and Behaviors](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to

safeguard and promote the welfare of children and vulnerable adults during the course of their work.