

JOB TITLE	Asset Advisor
TEAM	Corporate Property – Strategic Asset Management & Estates
DIRECTORATE	Resources
WORK BASE	Lincoln

There are 2 teams of Asset Advisors, one working with schools and one working on LCC service properties (ie Children's Centres, offices, Adult Care Day Centres, Fire Stations etc). This job brief sits alongside the job description for this role to provide some additional detail on the differences between the two teams and the work an Asset Advisor may carry out day to day.

Key Objective:

Key Tasks – Schools Team
Conducting suitability surveys of schools and updating property records
Producing asset management data for schools such as net capacity assessments and sufficiency assessments and using data to inform decisions on Lincolnshire school place planning
Producing briefing notes and masterplans for potential future school requirements
Liaising with headteachers, colleagues, stakeholders and other services to promote the optimum use of school properties
Producing project handover documentation for potential school development or expansion projects
Being a point of contact for schools on property related issues
Liaising with Facilities Management on the asset management and maintenance of school properties
Having a knowledge and understanding of relevant DfE property guidelines for schools such as BB103 and submitting s.77 applications for changes to school sites

Key Tasks – Service Team
Working with our services to produce Service Asset Management Plans
Understanding change requirements within services and how that may impact accommodation needs
Producing specifications for an ideal service property and then assessing the suitability of existing properties against those specifications
Preparing options appraisals and business cases to seek project funding
Preparing project brief documents to initiate construction or refurbishment projects
Liaising with Facilities Management and Project Management colleagues to provide a holistic property service to our occupiers
Carrying out area reviews of properties and identifying opportunities for change or efficiencies