

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 03501

Service Area: Corporate Property

Grade: Senior Leader A

Job Title: Assistant Director – Corporate Property

PURPOSE OF JOB:

Lincolnshire County Council is responsible for an extensive and diverse portfolio of land and property assets across the County (including historic monuments, museums, schools, offices, youth centres and day centres). The Council currently owns or operates from over 1,000 physical buildings and owns 6,675 hectares of County farmland, equivalent to over 10,000 football pitches.

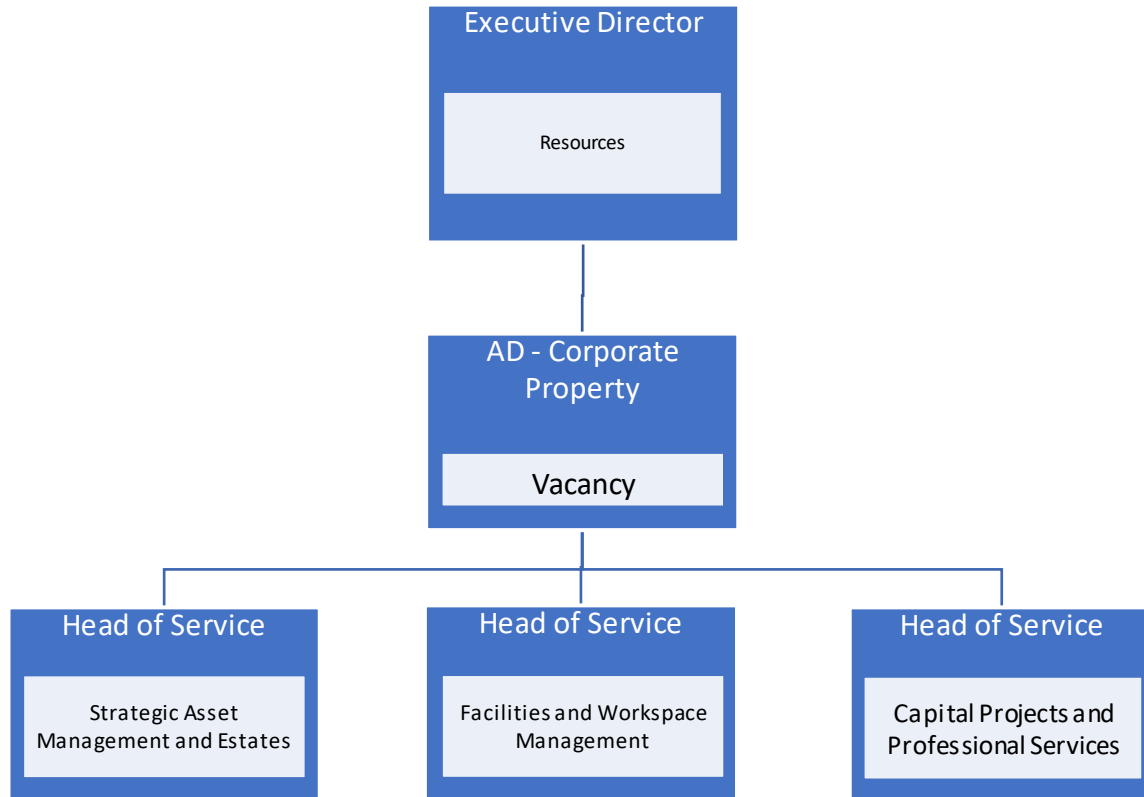
Our portfolio is divided into three distinct segments: schools, farms, and service properties (those required for service delivery). Within the service estate we manage almost 500 assets and around 250,000sqm of floor space.) The Council own the freehold of over 75% of its portfolio, and our leasehold arrangements tend to be with District or other public sector partners.

In this role, you will not only deliver results, but also set direction, inspire others and help drive meaningful, lasting change. We are looking for someone who combines strategic thinking with a practical mindset, and who is motivated by the opportunity to make a real impact. You will lead the Corporate Property team with purpose, bringing energy, insight and professionalism to complex challenges, while working collaboratively across teams and partners. You will be integral to the development and implementation of service specific Strategic Asset Management Plans, the Corporate Property Strategy and Corporate Property's Service Plan for the next five to ten years.

You will be responsible for maximising the potential of our extensive property portfolio, ensuring buildings are safe, efficient and fit for purpose, and enable the very best outcomes for our communities and workforce.

You will hold strategic responsibility for the effective financial management of a significant and complex property portfolio, ensuring best value, affordability and strong financial governance across all property-related activity. You will provide clear and authoritative leadership on revenue and capital budgets for Corporate Property, ensuring robust financial planning, monitoring and control in line with the Council's financial regulations and Medium-Term Financial Strategy. You will work in partnership with internal and external stakeholders to maximise the use of the wider public sector estate for Lincolnshire, considering the impact of Local Government Reorganisation in Greater Lincolnshire, the NHS Integrated Care System, and the Council's strategic partners.

TEAM STRUCTURE:



MAIN DUTIES:

1.	Strategic leadership of Corporate Property functions including the development and implementation of a five-to-ten-year Corporate Property Strategy, Strategic Asset Management Plans and Corporate Property's Service Plan, ensuring appropriate governance is in place.
2.	Develop strategic partnerships and plans as part of Greater Lincolnshire local government reorganisation, NHS integrated Care System, commissioned services, and strategic partners.
3.	To be the lead officer for the Lincolnshire One Public Estate Programme.
4.	To Manage the Education / Schools PFI contract.
5.	To ensure the effective operating of the council's Corporate Property systems.
6.	To ensure that the Council's property portfolio meets all statutory and best practice legislative standards, and all appropriate design and building regulations.
7.	To ensure the effective management of the Council's corporate landlord function including co-ordination of budgets and transparent performance information.
8.	To carry out effective contract management across Corporate Property, including hard and soft facilities management, capital projects/ design and construction, estates surveying (including disposals and acquisitions), energy management and compliance ensuring value for money is delivered
9.	To lead a property rationalisation and redevelopment programme in response to changing council needs, considering the implications of new ways of working in the post pandemic environment.
10.	To build strong, trusted relationships with the Executive Portfolio Holder and Elected Members, ensuring open communication, shared insight and informed decision-making.

11.	To coordinate and advise on the council's capital programme in respect of property development, both corporately and to support commissioning and service needs.
12.	To develop and deliver the council's Property Capital Programme, including, education, fire and rescue, care, community, and operational properties.
13.	Ensure the effective management and performance of the County Farms estate and any other commercial properties assigned.
14.	The provision of strategic property advice and the promotion of good property practices to councillors (including full Council, the Executive, Scrutiny, and other committees), senior officers and the council's commissioners and services.
15.	To represent the interests of the senior Resources leadership team in all aspects of council business and be an advocate of a 'One Council' approach.
16.	Create strong partnerships with both internal and external stakeholders in developing an integrated approach to land and property management, including property rationalisation.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Degree (level 6) in a relevant property subject, together with an appropriate chartered professional and/or relevant postgraduate property qualification.	A	X	
Post Graduate Qualification in Leadership.	A		X
A minimum of 5 years post qualification experience in a senior leadership role within large, complex organisation(s) and a proven track record of delivering public services.	A		X
Demonstration of the right values and behaviours.	A, I, T, P	X	
Experience of developing and implementing planning, commissioning, and performance frameworks in a multi-disciplinary, political and partnership environment.	A, I, T, P	X	
Effective management of a substantial budget which includes staffing and expenditure directly related to service provision.	A, I	X	
Demonstrable experience of the achievement of value for money for customers with a strong focus on maximising a return from available resources.	A, I	X	
Innovative and highly pragmatic with a proven track record of managing and implementing change.	A, I	X	
Able to quickly establish strong positive relationships across the organisation at all levels including a relationship of both personal and professional credibility and trust with elected Members.	A, I, T, P	X	

* A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder 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 postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours 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.