

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

*The Asset Advisor Job Description applies to the Asset Advisor posts in both the Corporate Asset Management team and the Land and Schools Asset Management team. This job brief is intended to provide additional context for the Corporate Asset Advisor role, as there are tasks listed in the job description relating to schools activity which will **not** form part of the day to day activities of this specific role.*

Key Objective:

Key Tasks – Corporate Asset Management team
Working with our corporate services to produce and maintain Service Asset Management Plans
Understanding change requirements within corporate services and how that may impact accommodation needs
Producing specifications for ideal property types and then assessing the suitability of existing properties against those specifications
Preparing project brief (mandate) documents to initiate construction or refurbishment projects
Working closely with our Estates team to provide a steer on leasehold requirements for our services
Liaising with Facilities Management and Project Management colleagues to provide a holistic property service to our occupiers
Supporting the Area Review process to identify opportunities for improvement or efficiencies
Dealing with general enquiries from LCC staff, or members of the public