

Slough Borough Council

Job Description

Job Description Reference: RH&E 1-0

Date: July 2023

Post Pay Level: SML 14

DBS requirement:

Job Title: Director of Property & Assets

Responsible to: Executive Director, Regeneration, Housing & Environment

Responsible for: Property & Assets departments.

As the council's Director of Property & Assets and a member of the Executive Director's Management Team, this post is directly responsible for:

Number of reports:

Direct reports: 2

Indirect reports: c.60

Total Managed: 60+ Financial Responsibilities:

Revenue budget of £6.4m and c£0.5m for capital asset disposal

Capital budget of £0

Location

Though hybrid working is supported, the post holder must be able and willing to be in Slough Borough Council offices or other office sites 5 days a week if required.

Main purpose of Job:

The Director of Property & Assets at Slough Borough Council will be responsible for the operational management, compliance and optimisation of the council's property and assets portfolio. The role requires a strategic leader with a strong focus on driving value, improving service standards, achieving efficiencies, realising savings, identifying income opportunities, and assisting the Executive Director in setting strategic objectives. The successful candidate will play a vital role in supporting the council's priorities of enhancing service delivery to the community, customers, and internal operations.

General Accountabilities:

- **Strategy development**

Help shape the direction of the council to drive forward the public service reform agenda and ensure delivery of its priorities and value to residents. Provide a

strategic vision for the future development of the service to enable the council to meet its future challenges, fostering a culture of continuous improvement.

- **Corporate leadership**

As a senior leader working as part of a wider leadership team across the council, work together take collective responsibility and drive forward a range of cross-council initiatives which are required to ensure changes are embedded in a sustainable way throughout the organisation. Provide corporate leadership that encourages our staff to recognise their contribution to the strategic objectives the council has set.

- **Service leadership and management**

Lead the integrated delivery, improvement, management and performance of the service, commissioning and directing activity within the council and externally as required, and ensuring overall objectives are translated into effective plans and that the service is efficient and locally responsive. Provide inspirational and professional leadership to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.

- **Resources / Financial management**

Ensure tight budgetary control and prioritise use of resources and assets to support the delivery of the council's corporate vision and help ensure that the council receives value for money from its expenditure. Drive and/or support the development of outcome-based commissioning models to better ensure strong price competition and transfer of risks through contracts with third parties. Champion and drive the development of commercial opportunities where appropriate.

- **Partners and stakeholders**

Actively engage, communicate and influence within the council, across partners and with the wider local and central government community to champion the council's approach to unified public services. Foster the bringing together of local services and decisions across agencies to reduce demand and help communities more independently support themselves.

- **Business change**

Lead, develop, implement and review change management programmes to deliver continual improvement. Assist the Chief Executive and Executive Directors in developing a single council-wide corporate culture to engender a strong and shared approach to delivering services and provide better support for staff to deliver savings.

- **Compliance**

Ensure that all activities within the service comply with the council's Constitution, Standing Orders, financial regulations, health and safety and

safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.

- **Equality and diversity**

Uphold and promote the aims of the council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to service delivery.

Specific Responsibilities:

1. To lead an effective Property & Assets function, taking accountabilities for all aspects of operational management, compliance and optimisation of the council's property and assets portfolio. The postholder will ensure delivery of the highest quality service that can be provided to customers with the resources available.
2. To lead on strategic asset planning across the borough, including all council owned properties and collaborating effectively with partners across the borough and county on a local One Public Estate strategy.
3. To be the council's lead professional and expert advisor on matters of property, strategic asset development and estate management, advising a wide range of senior stakeholders up to and including the council's Corporate Leadership Team and Cabinet.
4. Responsible for ensuring the council fulfils its corporate landlord function, discharging statutory and other legal duties along with its contractual obligations.
5. Lead the establishment of business systems to ensure appropriate leases, licences, tenancies, easements, wayleaves and other such property contracts are in place and being applied, managing risk exposure and financial impacts.
6. Lead on developing and implementing effective strategies to maximise the value and utilisation of assets. The post holder will work with property and estate teams to develop and deliver effective asset management plans including the assessment of options, risk exposure and actions ensuring timely and cost-effective decision making.
7. Lead the strategy to identify property across the estate suitable for disposal, deriving income, or releasing for housing delivery, providing expertise in transactional, title and land interest matters.
8. Leading the management of the propertyassets portfolio to ensure value for money is maximised and income is delivered to its full potential, taking appropriate action on identifying and managing poor performing assets.

9. To sensitively deal with high profile and politically challenging issues such as matters of public safety and the disposal of assets of political and/or community interest. The postholder will need to display expert political acumen and nuanced decision making and communication skills to deal with a range of sensitive issues.
10. Establishing effective monitoring and quality assurance procedures to assure current service standards from commissioned property services and implement measures to enhance the quality of services provided to the community, customers, and internal stakeholders.
11. To take decisions of significant impact, including financial delegation of up to £100k. Such decisions will be informed by collaboration and engagement with other colleagues and made within the boundaries council's Constitution and financial framework, but the postholder is ultimately accountable for making such decisions.
12. Ensure compliance with relevant legislation, policies, and regulations governing the areas of Property & Assets, keeping up to date with changes and best practices. Undertaking any statutory duties as required, including responsibility for building safety.
13. Lead on the collaboration with building and grounds partners and contractors to optimise service delivery and achieve strategic targets and with stakeholders to gather feedback, address concerns, and foster partnerships for Property & Assets projects.
14. To undertake any other duties commensurate with level of responsibility of the post.

Person Specification – Director of Property & Assets

Qualifications	Essential / Desirable
A relevant bachelor's degree or higher qualification in a related field (e.g., estate/ property management, or a related discipline).	D
Professional qualification and full membership of relevant body (e.g., RICS, IWFM, CIOB etc).	D
Professional Health and Safety qualification (e.g., NEBOSH etc)	D
Evidence of continuous professional development which reflects commitment to effective management in a large organisation.	E
Experience	
Significant experience in a leadership role with responsibility for a Property & Assets function.	E
Strong knowledge and understanding of the relevant sectors, including local government operations and asset management.	E

Strong experience of managing or holding statutory responsibilities in a Property & Asset function, monitoring and discharging such responsibilities.	E
Strong experience in strategic asset management including the assessment of income generation and disposal.	E
Strong experience in setting and delivering net zero targets and other sustainability initiatives in a Property & Asset function.	E
Demonstrated track record of successfully driving service improvements, operational efficiencies, and cost savings in a complex organisational environment.	E
Demonstrated track record of leading a customer-focused, high-performance culture, including workforce planning, objective setting, performance management, motivating and inspiring a diverse group of staff with different backgrounds and career goals.	E
Strong experience in identifying and pursuing income generation opportunities, with a focus on diversifying revenue streams.	E
Strong experience of setting service standards that will enhance the reputation of the Council and empowers others to deliver.	E
Experience of working in a political environment such as local or central government.	D
Can demonstrate political acumen and aptitude to adapt to a political environment.	E
Skills and abilities	
Good business planning skills with the ability to develop clear business and operational plans for the delivery of a high-quality services to customers in Property & Asset management.	E
Excellent written and verbal communication skills, able to translate complex technical concepts into simple, clear insight and advice for a diverse range of audiences.	E
Ability to work collaboratively, working across departmental and organisational boundaries to develop shared solutions to deliver wider borough goals.	E
Excellent negotiation skills and evidence of having successfully applied these internally (in building excellent stakeholder relationships) and externally (in driving value through supplier relationships).	E
Judgement and proportionality, able to manage competing priorities, quickly identify key factors and direct attention and resources appropriately.	E
Excellent problem-solving skills, able to analyse complex scenarios and synthesise multiple strands of work into solutions that can be simply and clearly articulated to senior stakeholders including members.	E
Expertise in financial planning, budgeting, and resource allocation to ensure sustainable and efficient use of resources and maximising value for money. This includes identifying funding opportunities, managing budgets, and optimising financial strategies for regeneration, housing, and environmental projects.	E
The highest personal integrity and loyalty, supportive to colleagues, with a drive to deliver corporately on the Council's vision and values.	E

Knowledge and understanding	
Leadership with the ability to promote the long-term goals and direction of the organisation. This includes developing a clear and inspiring strategic plan for Property & Assets.	E
Good understanding of assessing potential risks and uncertainties associated with Property & Assets. This includes developing risk management strategies and contingency plans to minimise negative impacts and ensure successful outcomes.	E
A mindset that encourages innovation, creativity, and continuous improvement. This includes being open to new ideas and emerging trends in Property & Asset practices, and adapting strategies accordingly to stay ahead of the curve.	D
Expert knowledge and understanding of statutory responsibilities associated with Property & Assets ensuring Statutory compliance duties are appropriately discharged.	E
An understanding of, and a personal commitment to, the vision, aims, values and priorities of Slough Borough Council.	E