

Job Description and Specification

Job Title:	Head of Estates
Reference:	CE373
Service:	Estates
Grade:	SMG2
Reports to:	Director of Economic Growth and Enterprise
Location:	Crewe
DBS Check:	TBC

Your job

To be the Council's Chief Property Officer

To oversee the management of all property, facilities and land assets of the Council and maximise the contribution of these assets to make delivery of the Council's strategic objectives, notably economic growth.

To bring a clear strategic and commercial perspective to the Asset Management of the Council's property portfolio and its operational facilities through our Corporate Landlord approach, and to support the Council's Transformation Plan.

To ensure that the Council has a strong, responsive and commercially astute Assets Strategy and an excellent relationship with the development industry in both partnership and broad commercial terms in its delivery.

Responsible for:

Strategic leadership, commercial direction and operational effectiveness of the Estates Team

In this job you will

- Develop, deliver and review the Council's corporate estate strategy and lead its implementation.

- Establish clear and commercially astute Facilities Management, and Assets Strategies which reflect and support delivery of the Council's corporate objectives, within a strong performance and financial management regime.
- Lead on the development and delivery of the updated Asset strategy and Corporate Landlord workstreams identified within the Council's Transformation Plan.
- Lead the advancement of a disposal programme of Council Assets, in line with the Asset Strategy
- Ensure customer service ethos is developed within the service for both internal and external clients and customers.
- Develop the strategic and commercial capacity and perspective of the Estates team of the Council and ensure that the service is aligned with corporate and service objectives of the Council.
- Ensure that the Council has robust policies, project management arrangements, procedures and other governance arrangements in place for the development, use and management of land and property assets and the delivery of property and facility services.
- Ensure that the Council complies with all relevant legislation in relation to property and facilities management.
- Lead on the commissioning, procurement and management of external support for the delivery of construction, design, facilities and property management activities including contracts, partnerships, joint ventures and other delivery vehicles as required.
- Provide timely and accurate project information to enable effective decisions to be taken by Members and officers of the Council.
- Manage all revenue and capital budgets assigned to the service to ensure that targets for savings, capital receipts and income generation are met and ensure that resources are well monitored and controlled; and are deployed to the best possible effect providing value for money.
- Ensure proactive and effective Facilities Management of the Corporate Estate to achieve efficient cost management of utility costs and maintenance, and all other operational costs.
- Develop and manage the appropriate governance and management arrangements to ensure that all property related decisions comply with the Council's rules and procedures.
- Take responsibility for the performance management and personal development management of staff within the services.
- Comply with individual responsibilities, in relation to health and safety in the workplace.
- Ensure that all duties undertaken, and services provided are in accordance with the Council's Equal Opportunities Policy and Practices.

From time to time you may be asked to undertake work as may be determined by the Executive Director of Corporate Services. This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work

together as one team and one council to deliver the best service for our customers and communities.

In this job you will need

You must be able to demonstrate the following essential requirements:

Management Responsibility: 3 Direct reports; total in teams approximately 21FTE

Budget Responsibility:

The 2025-2026 revenue budget figure for Estates is the following:-

Facilities Management £17.4m

Assets £0.6m.

Farm Estates £0.3m

Total - £18.3m

Experience

1. A demonstrable track record of delivery across the areas of responsibility outlined.
2. Strong experience of strategic and corporate management in the property, facilities management and asset management sectors.
3. Evidence of commercial acumen in delivering strategic and operational property and asset related objectives, within the public or private sectors.
4. Evidence of managing teams, finance and resources in a strategic context.
5. Evidence of operating in organisations with a strong customer services ethos and a strong commissioning culture.
6. Demonstrable ability as a forward thinker, able to conceive, develop and implement new initiatives, gaining the engagement of staff and delivering a performance culture achieving successful management of change and improvement.
7. Experience of developing and maintaining successful commercial and partnership relationships with business partners.
8. Experience of leading and managing major programmes and projects in relation to property and facilities management

9. Ability to lead, motivate, inspire and empower staff.

Knowledge

1. A keen understanding of both the commercial and public policy context within which the post operates.
2. A sound understanding of the commercial, residential and public services related property market, national and regional conditions, trends and policy developments.
3. A firm understanding of the data management systems and processes that underpin sound analysis of the property and assets arena in terms of assessment of markets, values and commercial decision making.
4. A thorough understanding of the political and professional context for the services within the Property Services remit, evidenced by significant contribution to professional networks at regional and national level.
5. An understanding of local government finance and funding streams and the context and opportunities these create for property and asset management in the public sector.

Qualifications

1. The postholder should have a relevant degree level or equivalent qualification.
2. Membership of a relevant property-related professional body (e.g. RICS) would be essential.
3. Evidence of further relevant management training would be an advantage.

Skills and Personal Qualities

1. Strategic thinker with a propensity to operate across professional disciplines and cultures.
2. Strong and effective leadership skills, able to command respect from fellow professionals.
3. Ability to manage political and professional relationships, across diverse policy areas and professional contexts as well as across public, business and voluntary sector perspectives.
4. Ability to master complex issues and work effectively under pressure.
5. Excellence in presentation, communication and media skills.
6. High level of interpersonal skills.
7. High degree of political awareness and sensitivity.

Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

Our values

Flexibility: adaptable, open to learning and resilient

Innovation: creative, challenges convention and always looks to improve

Responsibility: delivers on promises, efficient and has integrity

Service: listens, delivers quality, is reliable and enables others

Teamwork: respectful, inclusive and contributes at all levels

Our COMMITMENT

Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

Your COMMITMENT

Shared purpose

- Bring a positive and can-do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

Working for a brighter future together



Cheshire East
Council

OFFICIAL

OFFICIAL

May 25