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| Job Family: | Partnership & Commissioning - Strategic Implementation | Grade: | 12 |
| Job Title: | Assistant Director, Resources Directorate (Assets) | Directorate: | Resources |
| Date: | 26/072019 | Version: | 1:2 |

Brief Description of job role and department

This role leads on developing, maintaining and implementing the policy framework for the strategic management of the council's property assets. This includes responsibility for ensuring that the property estate is aligned with the outcomes the council is seeking to achieve for its residents through the services it delivers itself and in partnership with the organisations it works with. To take the lead role in providing and commissioning property advice and services to the council and ensuring the health and safety of all who occupy, use or visit the council's properties.

The role sits within the Resources Directorate and reports to the Strategic Director for Resources.

Representative accountabilities

- Provide leadership for defined expertise/professional disciplines to ensure the Council accesses best practice and delivers quality outcomes for customers.
- Provide guidance and support to Elected members to help them translate their political priorities into initiatives that deliver the intended outcomes for customers.
- Lead strategic Council wide programmes and projects ensuring they are managed and controlled effectively and deliver their intended outcomes.
- Lead the planning, design, procurement and contracting for a group related services that deliver the intended outcomes for customers.
- Contribute to the development of significant relationships for the Council with a defined range of external organisations to ensure the delivery of outcomes through collaborative working approaches.
- Accountable for significant delegated budgets and resources on behalf of the Council, ensuring they are used in a way that demonstrates value for money, a focus on delivering intended outcomes and compliance with statutory and financial regulations OR have a major influence/impact on how resources in the Council are prioritised and allocated.

Budgetary accountabilities

- Revenue expenditure budgets for staff, supplies and services in excess of £8.5m per annum
- Revenue rental income of circa £6m per year
- Capital expenditure budgets averaging £10m per year
- Capital receipts from asset disposals

Specific accountabilities

- To promote Sutton as a place, building on the strategic use of the council's property assets to attract and build collaborative relationships with organisations that can contribute towards achieving the outcomes set out in its corporate plan - Ambitious for Sutton
- To lead on developing, maintaining and implementing the corporate property asset management strategy
- To develop and keep under review corporate policies governing property acquisitions, disposals and maintenance, ensuring that the corporate framework enables the council to make good and complaint decisions
- To undertake property reviews as required to ensure the adequacy, safety and effective use of properties used for delivering the council's functions
- To lead as required and provide detailed property advice and services on flagship projects like the London Cancer Hub and Delivery of the Masterplan for Sutton Town Centre.
- To maintain detailed and accurate records of the property assets owned by the council and

ensure compliance with all statutory requirements for maintaining asset registers and the transparency code for publishing the land and buildings

- owned by the council.
- To lead in the procurement and construction of new buildings and implementing an effective maintenance regime for existing buildings, including the commissioning and delivery of any all supplies and service required contractors and suppliers
- To coordinate and deliver effective and proactive facilities management services for all council buildings
- Provides a Leadership approach that creates a culture of confidence , achievement, trust, support and constructive and collaborative ways of working, acting as a catalyst for others to generate innovative approaches through agile and flexible leadership

Person specification (knowledge, skills, experience and behaviours required in the role)

Qualifications

Educated to degree level and full membership of one of the leading built environment professional associations - RIBA, RICS or equivalent

Knowledge and experience

- Proven track record of managing property functions at large complex organisations
- Extensive experience of developing and implementing policies and strategies
- Proven experience of leading negotiations and translating into legal agreements for high value property transactions with the ability to influence outcomes through your personal attributes
- Demonstrable evidence of high performance and positive achievement including evidence of highly effective leadership and communication with an ability to build collective capability and capacity , working collaboratively with Partners and key stakeholders including Councillors and commercial partners
- Detailed and extensive experience of the property industry and how it engages with and services the requirements of local authorities
- Knowledge of current context and challenges within Local government with the ability to translate these into practical action for managing the council's property estate

Ability

- Has a passion and aptitude for generating high levels of ambition, enthusiasm and performance with teams and individuals with a strong orientation towards supporting, inspiring and developing others to construct innovative solutions and ideas
- Ability to engage constructively with lead Councillors and positively influence decisions through effective communication and good judgement
- Ability to work collaboratively with Directors and CEO building trust, credibility and confidence
- Has a strong achievement and outcome orientation displaying resilience and resourcefulness to achieve challenging outcomes
- Ability to understand strategic issues across the Council and develop effective solutions that will impact on the organisations performance and culture

- Ensure all health and safety standards are adhered to
- Embeds issues relating to diversity, equity, equality into all aspects of the work