

JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

JOB TITLE:	Asset Management Officer		
GRADE:	G9	SERVICE AREA:	Corporate Landlord
JOB CODE:	EE143ASSEG9		
REPORTS TO:	Team Leader – Asset Management	LOCATION:	Walsall Civic Centre
SPECIAL CONDITIONS:	<ul style="list-style-type: none">Casual Car AllowanceRequired on occasions to work outside of normal office hours in order to attend various Steering Groups, Committees and other public meetings.The role will be subject to a relevant degree/post qualification in Property Management or equivalent experienceThe role will be subject to eligibility for full membership of a relevant professional institute e.g. RICSDiscretion and confidentiality must be maintained at all times		
<p><i>At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:</i></p> <ul style="list-style-type: none"><i>Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;</i><i>Embrace change and strive for improvement continuously;</i><i>Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;</i><i>Challenge the status quo, enable and empower, act with integrity.</i><i>Together, they will deliver services that the people of Walsall will be proud of.</i>			
1. Corporate duties and accountabilities:			
<ul style="list-style-type: none">The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.Ensure that the services provided are fully compliant with Council strategy, vision, aims, objectives and priorities and play their part in achieving these. This includes			

compliance with Standing Orders and Financial Regulations. Where applicable, to manage budgets and other resources.

2. Main purpose of the job role:

- To support the Team Leader in the management and development of the Council's property portfolio, particularly in relation to the valuation, disposal and acquisition of properties.
- To support the review of all assets to optimise use and to ensure that retained assets are suitable for operational use and meet the needs of each service area.
- To contribute to the management of the Council's non-operational property portfolio to maximise commercial opportunities

3. Role specific duties and responsibilities:

- Contribute to the management of the Council's non-operational property and property owned by other agencies that the Council manages by agreement, by ensuring that all tenancy/lease arrangements are fit for purpose and that adequate notice is served for the renewal, review and termination of agreements.
- Support the Team Leader Asset Management in providing technical asset management advice on development and investment opportunities including but not exclusively, providing advice to senior officers and Elected Members.
- Support and undertake negotiations for the disposal of Council-owned property that is surplus to requirements, and where so instructed, acquire property on behalf of the Council or other associated agencies, and instruct conveyance as appropriate.
- Support the continual review of the Council's operational portfolio in accordance with service needs and the Council's policies and plans. Support a programme of reviews to assess the occupancy, use and management of the retained assets to ensure accommodation needs are met, and identify opportunities for co-location with other public sector partners and community interests.
- Contribute to the preparation of options appraisals in respect of investment decisions to be made in connection with the management of the Council's property portfolio, to include advice on valuations.
- Support the preparation of formal valuations for appropriate professional purposes, including estimates for the purposes of the Council's Capital Programme or other relevant financial plans.
- Escalate asset improvements or maintenance issues to the Integrated Facilities Management team in accordance with lease arrangements and occupiers legal responsibilities.
- Contribute to the financial management of the Services activities by effectively monitoring appropriate spend and income and operating within the Council's Finance and Contract rules.

- Lead, as appropriate, in the appointment of external agents and valuers and make recommendations on the appointment of such services.
- Prepare and write reports in order to brief or represent the Head of Service, Service Manager, and Team Leader at committees/Cabinet and external partner agencies.
- Contribute as necessary to the proper maintenance of the Council's land and asset records, and towards the preparation/implementation of the Council's Asset Management Plan.
- Support the preparation and pursuance of Compulsory Purchase Orders.
- Represent Asset Management at Corporate officer meetings, and meeting with external parties as and when required.

JOB TITLE ASSET MANAGEMENT OFFICER	GRADE	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and responsibilities of the job safely and effectively.	Indicate when Assessment is possible: at shortlist=S interview=I both=S/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
<u>Behaviours:</u>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	S/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	S/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	S/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	S/I	3
Abilities/Skills:		
Ability to demonstrate a working knowledge of and translating an Asset Management Plan into key acquisition, development and disposal deliverables to enhance the Council's assets, and those of its partnering organisations	S/I	3
Ability to form and maintain relationships and professional working	S/I	3
Ability to translate technical asset data into meaningful and readable reports, graphs or images	S/I	2
Ability to demonstrate effective budget management	S/I	3
Ability to communicate, negotiate and influence a wide range of stakeholders, managers and partners from other agencies	S/I	3
Good presentation and written communication skills	S/I	3
Good organisational skills	S/I	3
Knowledge/Experience:		
Experience in real estate portfolio management ideally in a public sector environment	S/I	3
Experience of providing development advice in relation to the acquisition, disposal and management of assets.	S/I	3
Knowledge of a mixed range of clients and stakeholders' assets with the ability to translate these into a clear development vision	S/I	2

knowledge of the Public Procurement Regulations	S/I	2
Working knowledge of legislation relating to asset management	S/I	3
Knowledge of leading the preparation of year end valuations and formal reports	S/I	2
Experience of producing reports and action plans and presenting these at both formal and informal meetings	S/I	3
A demonstrable commitment to continuous improvement and consistent high achievement	S/I	2
Qualification:		
Degree in Property Management, Valuation and Transactions (or related field) or equivalent experience	S	
Eligible for full professional membership of a relevant professional institute e.g. Professional member of RICS	S	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Prepared by:	Sarah Robson	Date: 24.09.21