

Profile Title:	Commercial Property Manager	 BARNSLEY Metropolitan Borough Council			
Reports to:	Group Leader - Estates				
Employee Supervision:	Up to 7 posts	Grade:	10	Profile Ref:	128169

Purpose of the Post

To ensure the best commercial return is obtained from the commercial income generating portfolio considering employment creation and regeneration initiatives and deal with all contractual events manage revenue , service charges, debt recovery and operational disposals to maximise returns

Responsibilities

- Implement and champion, through personal behaviour and staff development, our Health and Safety, Equal Opportunity and Information Security Policies.
- Promote and ensure participation in our IIP and training initiatives, information governance initiatives and information management best practice.
- Manage the asset management function so that the team and the services provided are responsive to customer requirements, are accessible and provides value for money, whilst at all times abiding by the RICS Code of Conduct.
- Contribute to formulating, monitoring and controlling the annual business plans and budgets for the function so that there are clear priorities and appropriate resources are allocated to their achievement.
- Prepare, monitor and control the service budget to ensure that expenditure is in line with the agreed service plan.
- Work actively as a member of the Business Unit Management Team to contribute to the management and strategy of the Unit through customer delivery, staff support and motivation, quality assurance and governance.
- To identify and implement change to process and methods of working to reduce operating costs to the organisation and embed lean management policies and procedures for managing land and property assets.
- Ensure the best commercial return is obtained from the commercial income generating portfolio whilst taking account of employment creation and regeneration initiatives
- Ensure all contractual events such as lease renewals / rent reviews and lease events are dealt with in a timely manner and the best commercial return (market value) is obtained
- Ensure that the revenue generating assets are fit for purpose by promoting effective property management and repair, minimise rent arrears and control budgets.
- Provide performance information and statutory reviews, whilst considering opportunities for investment and disinvestment
- Manage operational disposals / transactions in association with the strategic asset manager and meet programmes, targets and budgets as set by the Head of Property

- Deliver the proposals and strategies set out in the Asset Management Plan, Business Plan and Corporate Plan.
- Provide a regular 'high-level' review of our property assets to identify areas where improvements can be made.

Education and Training	Measure	Rank
<ul style="list-style-type: none"> • Full Member or Fellowship of the Royal Institution of Chartered Surveyors – General Practice and Valuation. 	A/E	E
<ul style="list-style-type: none"> • Willingness to undertake the Councils internal leadership programme 	A/I	E
<ul style="list-style-type: none"> • Registered Valuer. 	A/E	E
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> • Substantial experience, some at a senior level, in the Property Valuation and Asset Management field. 	A/I	E
<ul style="list-style-type: none"> • Substantial experience of undertaking property valuations for capital accounting purposes including IFRS requirements. 	A/I	E
<ul style="list-style-type: none"> • Substantial / practical experience and demonstrable success of managing a diverse property portfolio, undertaking strategic property reviews / carrying out lettings, rent reviews, lease renewals and operational disposals 	A/I	E
<ul style="list-style-type: none"> • Experience of applying commercial acumen to property issues. 	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> • Working knowledge of Performance and Quality Management processes that assist with Service Delivery. 	A/I	E
<ul style="list-style-type: none"> • Knowledge of software packages, for example Microsoft Office applications and management information systems is also required. 	A/I	E
<ul style="list-style-type: none"> • Understanding of and commitment to the delivery of a quality service with our partners. 	A/I	E
<ul style="list-style-type: none"> • The job holder is required to use their judgement to analyse and deal with complex and varied problems as well as the short, medium and long-term planning, development and monitoring of service improvement. 	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> • Good leadership, organisation and management skills. 	A/I	E
<ul style="list-style-type: none"> • Excellent negotiating skills. 	A/I	E
<ul style="list-style-type: none"> • Ability to analysis and report on performance issues both internally and partnership related. 	A/I	E
<ul style="list-style-type: none"> • Ability to manage a diverse range of property issues with conflicting priorities, ensuring 	A/I	E

<p>targets and deadlines are met.</p> <ul style="list-style-type: none"> • Ability to analyse and interpret complex data and written material easily and in variety of forms and situations. • Ability to manage budgets. • Must be able to work effectively under demanding conditions. 	A/I	E
	A/I	E
	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> • Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. • Willing to undertake training and continuous professional development in connection with the post. • Work in accordance with the council's visions, priorities, values and behaviours. • Able to undertake any travel in connection with the post. 	A/I	E
	A/I	E
	I	E
	A/I	E