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| **Profile Title:** | Head of Property | bmbccolb | | | | | |
| **Reports to:** | Service Director |
| **Employee Supervision:** | 2 managers  Up to 85 employees | **Grade:** | 14 | **Profile Ref:** | 117734 | | |
| **Purpose of the Post** | | | | | | | |
| The post holder will provide strategic lead for the Service Area and as a member of the Heads of Service Management Team; work corporately with the Service Director and Elected Members to ensure the Council's vision, priorities and values are actively promoted and delivered. The post holder will discharge the statutory, non-statutory and regulatory functions attached to the role. | | | | | | | |
| **Responsibilities** | | | | | | | |
| * To play a key role in the Heads of Service Management Team, to ensure that strategic and local objectives are achieved within the Service portfolio. | | | | | | | |
| * Provide strong leadership to ensure the efficient and effective delivery of a portfolio of service within the resources available and in line with priorities and financial targets agreed by The Council. | | | | | | | |
| * Develop and foster effective internal and external relationships working with other business units, partners and stakeholders to ensure the provision and delivery of joined up services. To monitor and evaluate the effectiveness of partnership arrangements and to drive in efficiencies where appropriate. | | | | | | | |
| * Develop, support and drive innovative and creative approaches to service delivery, translating into challenging and ambitious targets that ensure best practice/added value. | | | | | | | |
| * To steer the development of innovative and effective service delivery methods which support service delivery and improvement and to critically examine business methods to drive efficiency across the area of responsibility. | | | | | | | |
| * Lead on and develop key corporate reviews and Council wide/cross departmental strategies, projects and policies. | | | | | | | |
| * To ensure that performance and development reviews are undertaken by managers to develop high performing teams and that promote a positive organisational culture whereby employee skills and knowledge are enhanced to provide an effective customer focused service working to achieve strategic aims and objectives. | | | | | | | |
| * Horizon scanning in order to ensure that all available funding opportunities are accessed , maximised and utilised to their full potential. | | | | | | | |
| * To comply with, promote, lead and manage all aspects of the Council Governance Framework as it relates to the responsibilities of the post. | | | | | | | |
| * To implement and monitor service delivery which is customer focused and to achieve the requirements of annual service and financial plans, council strategic priorities and other aligned national regulatory and assessment regimes as appropriate. | | | | | | | |
| * To instil a fit for purpose, positive performance management culture that aligns resources to strategic objectives and provides evidence of attainment of those goals. | | | | | | | |
| * To be accountable for the financial performance of the Service area. Ensure compliance with all legal, statutory requirements, Standing Orders, Financial Regulations of the Council and all appropriate areas as documented in the accountability framework. | | | | | | | |
| * To be responsible for contributing to the effectiveness of the Councils commissioning arrangements as required. | | | | | | | |
| **Education and Training** | | | | | | **Measure** | **Rank** |
| * Level 7 postgraduate diploma/certificate in a relevant discipline (e.g.MRICS). | | | | | | A | E |
| * Level 7 leadership or management qualification. | | | | | | A | D |
| * Willingness to undertake the Councils Leadership Programme | | | | | | A/I | E |
| * Commitment to continued professional development. | | | | | | I | E |
| **Relevant Experience** | | | | | | **Measure** | **Rank** |
| * Experience of successfully building and maintaining relationships both internally and externally. | | | | | | A/I | E |
| * Experienced property professional with extensive experience of managing a comparable asset base | | | | | | A/I | E |
| * Extensive project and programme management experience | | | | | | A/I | E |
| * Understanding of the Corporate and Political workings of The Council | | | | | | A/I | D |
| * Track record of providing clear, timely, professional advice to the Senior Management Team and Elected Members. | | | | | | A/I | D |
| * Evidence of delivering a high quality customer focused service within allocated budgets. | | | | | | A/I | E |
| * Successful record of establishing a positive performance culture. | | | | | | A/I | E |
| * Experience of leading a diverse team of professionals in a complex organisation. | | | | | | A/I | E |
| **General and Special Knowledge** | | | | | | **Measure** | **Rank** |
| * Understanding the legal , financial and political workings of local government and current best practice on tackling the kind of challenges that face local govt services. | | | | | | A/I | D |
| * Understanding of and sensitivity to working within a political context and governance framework. | | | | | | A/I | D |
| * Understanding and implementation of effective performance management tools. | | | | | | A/I | E |
| * Able to realise strategic opportunities via best use of assets | | | | | | A/I | E |
| **Skills and Abilities** | | | | | | **Measure** | **Rank** |
| * Engages across services and organisations | | | | | | A/I | E |
| * Self starter with the ability to organise and prioritise conflicting workloads and meet strict deadlines. | | | | | | A/I | E |
| * Ability to influence, delegate, empower and motivate employees in the attainment of service and organisational goals by demonstrating excellent leadership, influencing and managerial skills | | | | | | A/I | E |
| * Ability to apply creative skills to develop innovative service delivery methods. | | | | | | A/I | E |
| * A clear strategic thinker, effective decision maker in a complex and challenging environment. | | | | | | A/I | E |
| * Able to demonstrate initiative and drive aimed at organisational, service and individual excellence. | | | | | | A/I | E |
| * Developed negotiation and influencing skills and an ability to challenge, innovate and produce concepts and new initiatives. | | | | | | A/I | E |
| **Additional Requirements** | | | | | | **Measure** | **Rank** |
| * To be part of the Out of Hours 'On Call' Rota. | | | | | | A/I | E |
| * Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. | | | | | | A/I | E |
| * Work in accordance with the council's visions, priorities, values and behaviours. | | | | | | I | E |
| * Able to undertake any travel in connection with the post. | | | | | | A/I | E |