

## Principal Assets Officer

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|-----------------------------------------|-------------------------------------------------------|
| <b>Service area:</b>                    | <b>Assets</b>                                         |
| <b>Reports to:</b>                      | <b>Head of Assets</b>                                 |
| <b>Responsible for:</b>                 | <b>Staff supervision</b>                              |
| <b>Location:</b>                        | <b>Agile (Leek, Buxton, other Alliance locations)</b> |
| <b>Work flexibly between ALL sites:</b> | <b>Yes</b>                                            |
| <b>Grade:</b>                           | <b>AG9</b>                                            |
| <b>Salary range:</b>                    | <b>SCP 40-44 £53,051 to £57,308 per annum</b>         |
| <b>Car driver:</b>                      | <b>Yes</b>                                            |
| <b>Essential/casual:</b>                | <b>Essential</b>                                      |

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### JOB PURPOSE

To provide operational leadership for the Councils' corporate, commercial and community asset portfolio, ensuring assets are managed effectively, compliantly and in support of corporate, financial and regeneration objectives. The role supports the development and delivery of the Asset Management Strategy, leads the implementation of asset management policies and frameworks, and ensures statutory compliance across the corporate estate.

The play a key role in maintaining service continuity and preparing the Asset Management Service for Local Government Reorganisation (LGR), supporting organisational readiness for transition to new local authority structures. The role acts as the lead professional adviser on asset management matters, oversees contract and performance management arrangements, develops strategic asset plans, and provides leadership to the Asset Commissioning Team while ensuring a customer-focused, compliant and high-performing service.

### JOB DUTIES

#### Strategic Asset Management

- Support the Head of Assets in delivering the Councils' Asset Management Strategy and associated asset management objectives.

- Develop, implement and review asset management policies, procedures and frameworks.
- Lead the development and implementation of community asset transfer policies and approaches.
- Contribute to strategic asset planning, capital programme development, investment planning and asset rationalisation activities.
- Support Local Government Reorganisation planning and ensure service readiness for transition to new authority arrangements.

### **Asset and Property Management**

- Manage the Councils' corporate, commercial and community assets, including offices, operational buildings, historic buildings, car parks, public conveniences, development opportunities and income-generating properties.
- Provide professional property and asset management advice to officers, members and stakeholders.
- Support the effective management of development, regeneration and investment opportunities.
- Provide resilience and support across the wider Assets Team, including housing assets where required.

### **Compliance and Risk Management**

- Lead statutory compliance activities across the asset portfolio, including fire safety, gas safety, electrical safety, building safety and wider health and safety obligations.
- Ensure arrangements are in place for inspections, assessments, testing, servicing and remedial works.
- Lead the development and maintenance of compliance-related policies and procedures, acting as the responsible officer where required.
- Lead the Asset Service's contribution to the Councils' corporate risk management framework and reporting processes.
- Ensure all asset-related activities comply with legislative, regulatory and corporate requirements.

### **Contract and Performance Management**

- Lead the operational management of the Alliance Norse contract and associated service providers.
- Chair regular operational contract meetings and oversee contract audits and performance reviews.
- Monitor performance against agreed key performance indicators (KPIs) and ensure service improvement plans are implemented and embedded.

- Provide professional advice in relation to procurement, property management and compliance activities.

### **Financial Management**

- Support the management and monitoring of revenue and capital budgets.
- Prepare reports, business cases and performance information for senior management, elected members and governance committees.
- Support the development of long-term investment plans and ensure effective financial management of asset-related projects and programmes.

### **Leadership and Team Management**

- Manage, supervise and develop the Asset Commissioning Team and support staff.
- Conduct appraisals, supervision meetings, performance reviews and one-to-one discussions.
- Identify training and development needs and promote continuous professional development.
- Foster a high-performance culture focused on customer service, continuous improvement, collaboration and accountability.
- Support the Head of Assets and deputise as required.

### **Project and Service Delivery**

- Lead and deliver asset-related projects outside existing contractual arrangements.
- Ensure projects are delivered within approved budgets, programmes, quality standards and health and safety requirements.
- Act as the Asset Service representative on major corporate programmes and projects.
- Work collaboratively with internal services, elected members, community groups, contractors and external partners to achieve service objectives.
- Facilitate integrated and effective service delivery across organisational boundaries.
- To carry out other such duties associated with the service area, which the Head of Service may from time to time require, to maintain the efficient and effective running of the service.

### **CORPORATE RESPONSIBILITIES**

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.

- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance GROW values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

## **JOB REQUIREMENTS**

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|-------------------------|---------------------------------------------------------------------------------------|
| Transport Requirements  | Driving required for travel to Alliance locations                                     |
| Working Patterns        | Hours of work as agreed with the line manager. Some out of hours work may be required |
| Working Conditions      | Office based with travel to Alliance locations / agile working (where applicable)     |
| Resources Staff/Finance | Supervision of staff and monitoring of budgets.                                       |
| Physical                | Working to planned priorities                                                         |
| DBS                     | No                                                                                    |