

JOB DESCRIPTION

Head of Assets

Service area:	Assets
Reports to:	Executive Director and Section 151 Officer (Resources)
Responsible for:	Line Management (Assets)
Location:	Leek and Buxton / Agile Working
Work flexibly between various locations:	Yes
Grade:	HOS 1 pay award pending from 1st April 2024
Salary range:	£58,052 to £68,667 per annum
Car driver:	Yes
Essential/casual:	Essential

JOB PURPOSE

Ensure the effective and safe provision of Assets services on behalf of the strategic alliance Councils.

Manage, develop and deliver strategies and operations for all Assets service functions.

Support the interface with elected members and the Councils' decision-making processes.

Member of the Alliance Management Team (AMT) and support the achievement of the aims and objectives of Councils.

Work with the Alliance Leadership Team (ALT) to achieve the general aims of the Strategic Alliance to:

- Increase the levels of customer satisfaction through the improvement of services;
- Produce realistic cash savings in order to deliver improved service and limit council tax increases;
- Strengthen and share skills, expertise and learning, in order to delivery better services;
- Preserve and enhance the special and distinctive characteristics within each local authority area; and
- Increase our influence locally, regionally, and nationally in order to secure a “better deal” for all our communities.

JOB DUTIES SERVICE SPECIFIC

Manage and act as lead advisor on all Assets services functions including:

- Strategic Asset Management planning and delivery of strategy and policy
- Housing and Non-Housing Capital Project Management
- Repairs, Maintenance & Statutory Compliance in Public Buildings
- Planned Maintenance and Statutory Compliance in Housing
- Commercial (investment) estate including management of commercial tenants.
- Corporate estate management of all property assets, including housing assets.
- Right to Buy and Buy Back valuations
- Facilities Management
- Car Parking Service
- Housing Repairs Service

Develop and maintain service related strategies ensuring they:

- Support the Councils' vision, aims and values;
- Comply with the statutory requirements, and
- Result in more cost-effective and efficient services.

Lead the development and implementation of the Councils' Strategic Asset Management Plans to ensure the effective use of assets to support service delivery

Maintain accurate records of the Councils' asset stock to enable cost-effective monitoring of condition and usage, and to plan efficient property investment plans

Develop capital investment programmes to ensure that assets are maintained to the appropriate standard

Ensure that the agreed asset management element of both the general fund and housing capital programme is delivered on time and on budget and to the required standards.

Develop and implement contract management arrangements that deliver effective and efficient property management services which meet statutory compliance requirements

Provide an effective estate management service providing advice to the Councils on land, housing and property acquisition / sale and management of commercial tenancies

Ensure the effective management of the Councils' car parks including the management of the civil parking enforcement contracts

Deputise for the Executive Director and Section 151 Officer (Resources) when required.

Carry out other such duties associated with the service area, which the Executive Director may from time to time require to maintain the efficient and effective running of the service.

JOB DUTIES CORPORATE

Collaborate in the development and implementation of corporate policies and procedures as a member of the Alliance Management Team (AMT).

Member (and champion) of the following corporate assurance groups:

- Safeguarding
- Transformation Board
- Growth Board
- Risk Management
- Corporate Health and Safety Compliance
- Emergency Planning

Responsible for the operational management, co-ordinating and managing people to ensure effective service delivery.

Manage operational budgets and deliver agreed cost savings, targets and efficiencies.

Encourage and demonstrate innovative thinking and challenges to the status quo, ensuring a flexible approach is taken to the development of existing and new services.

Develop a performance management culture to drive the continuous improvement to deliver high performing services,

Promote, and actively participate in, greater partnership working, support for the voluntary sector, and community engagement.

Work collaboratively across the Councils, forging links with other services to ensure consistent customer focussed approach.

Manage services in line with customer expectations and promote a culture that places the customer at the heart of the organisation and ensure there is respect for all those for whom the service is being provided (internal and external).

Work to develop and enhance the reputation of the Councils, building on strengths and development potential.

Provide appropriate guidance, briefings and advice to Elected Members, Cabinet / Executive, Overview and Scrutiny Panels / Select Committees and Regulatory Committees where appropriate and ensure outputs and priorities are achieved.

Manage people in accordance with corporate HR and OD strategies, policies and procedures and promote and support the delivery of agile working

Contribute to and deliver the Councils' agreed Transformational Programme and agenda.

Ensure that service delivery and employment standards accord with recognised best practice for equality and diversity.

Provide effective communication internally and externally and improve understanding and promotion of all services and changes.

Ensure that service functions and responsibilities are carried out in accordance with written arrangements for health and safety and any safe systems of work identified by risk assessments.

Provide support, as appropriate, in discharging the Councils' emergency planning and business continuity responsibilities

Act in accordance with approved policies and procedures for procurement, project management and financial planning.

Take every practicable opportunity to use information and communication technology (ICT) to improve service delivery and efficiency.

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 CHOICE 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

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work are 37 hours per week as agreed by the Executive Director. No access to the flexitime scheme. Some evening and weekend working.
Politically Restricted	Yes
Working Conditions	Office based with travel to Alliance locations / Agile working.
Resources Staff/Finance	Line Management (Assets)
Physical	Working to planned priorities
DBS	No