



Liverpool  
City Council

# Job Description and Person Specification Director Property



## JOB DESCRIPTION

<b>Job Title</b>	<b>Director of Property Management</b>
<b>Salary Band</b>	<b>£110,408 - £136,387</b>
<b>Directorate</b>	<b>City Development</b>
<b>Reports to</b>	<b>Director City Development</b>
<b>Direct Line Reports</b>	<b>4</b>
<b>Budget Responsibility</b>	<b>Approx. £33 million plus £13 million Cap</b>
<b>Staffing Responsibility</b>	<b>Approx. 255</b>

### Primary Responsibilities

The Director of Property within the City Development Directorate plays a key corporate role, advising colleagues and supporting the City's growth aspirations. You will be joining a new senior management team, with personal responsibility for leading a successful and value-adding property division that meets the needs of an evolving organisation and the aspirations of our city. Your decisions will ensure efficient use of our resources and unlock regeneration projects that will enhance neighbourhoods, create jobs, and foster economic growth.

As the Council's principal advisor on all matters related to property and assets, you will oversee a substantial capital programme and drive forward our asset management strategy for the Council. You will take a long-term place-based approach, working closely with key strategic partners and stakeholders, directly delivering and commissioning a range of activities and programmes that deliver a focused, coordinated and prioritised approach to delivering asset growth, improvement, maintenance and rationalisation.

The role requires a skilled and experienced property professional to who will play a critical role in developing and delivering property services to ensure LCC provide a great service to customers.

The post requires a collegiate and collaborative approach, actively encouraging and developing cross-functional working across the directorate and whole council in developing the City Council's asset management strategies and policies, ensuring the organisation has optimal physical resources to deliver on its aims and priorities.

The role will pro-actively maintain a number of key strategic relationships, in particular with the Director for Neighborhoods on the Councils Neighborhood Model. Similarly the role will work closely with Director of Development and Major Projects on key regeneration opportunities across the city to maximise efficiency in land transactions and balancing financial and social value.

As the professional lead drive transformation in strategic and operational improvements of the estate and asset management including the establishment of a corporate landlord model, the establishment of a Strategic Asset Management Plan and, working alongside Organizational Development (OD) on the councils Accommodation Strategy.

As the Council looks to the commission a strategic partner, you will act as the partnership lead, ensuring the partner adds value and provides additional capacity, expertise, capability and upskilling to the existing team as it undergoes improvement and transformation.

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- Overall strategic responsibility for the property function, comprising of the following teams:
  - Transformation Lead (fixed term with CLM, SAMP and Accommodation Strategy)
  - Operational Estate
  - Commercial estate
  - Facilities Management
  - Capital building programme (excluding highways)

## Key Responsibilities

Lead the Council's strategic property function, ensuring the property portfolio is aligned to the needs of the Council and Liverpool communities, in terms of service delivery and financial drivers

Provide strategic leadership to the capital programme and ensure it is managed and controlled effectively to achieve its intended benefits and that is delivered within budget, reporting and advising on associated progress, risks and issues at strategic leadership level.

As Director and lead professional, drive strategic and operational improvements in estates and asset management. Provide comprehensive advice, guidance and support to the Leader, Cabinet, Members, Chief Executive and Executive Directors in translating the Council's strategic objectives related to capital investment in property related activities into coherent initiatives that will deliver their intended outcomes for the Council and Liverpool.

Responsible for significant revenue & capital budgets and resources, ensuring that they are allocated effectively for the delivery of intended outcomes in a manner which demonstrates value for money and compliance with the Council's policies and guidelines.

Ensure the Council achieves high performance and value for money from its asset management related contracts. Be the professional lead (the number of staff responsible for is TBC and responsible for a budget of £33 million and capital programme valued at £13m to 2023/24

To be responsible for the development of the Council's property and asset strategy, and to oversee its delivery through professional client supervision of the OneSource Asset Management and Property functions

To lead for the Council on the property related aspects of its Regeneration programme

To lead on the most politically sensitive and commercially complex property issues

## PERSON SPECIFICATION

<b>Job Title</b>	<b>Director of Property Management</b>
<b>Salary Band</b>	<b>£99,412 - £116,955</b>
<b>Directorate</b>	<b>City Developments</b>
<b>Reports to</b>	<b>Director for City Developments</b>
<b>Direct Line Reports</b>	<b>4</b>
<b>Budget Responsibility</b>	<b>Approx. £33 million plus £13 million Cap</b>
<b>Staffing Responsibility</b>	<b>Approx. 255</b>

**Note to Applicant:** In your application, you should provide evidence of meeting all points on the person specification.

	<b>Requirement</b>	<b>Essential or Desirable</b>	<b>Stage of Assessment</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent.</li> </ul>	Essential	Application
	<ul style="list-style-type: none"> <li>Relevant professional qualification and full membership i.e., Royal Institute of Chartered Surveyors or Royal Institute of Chartered Architects or equivalent.</li> </ul>	Essential	Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>Substantial senior management experience in a major organisation relevant to the provision of one or more aspects of Property</li> </ul>	Essential	Application, Interview
	<ul style="list-style-type: none"> <li>A proven track record of improving services within a Property Management context.</li> </ul>	Essential	Application, Interview
	<ul style="list-style-type: none"> <li>Evidence of successful strategic partnership development or commissioning. Overseeing delivery through partnerships including specifying, commissioning and overseeing delivery of major property projects within a complex, political, multi discipline, multi-cultural environment</li> </ul>	Essential	Application, Interview
	<ul style="list-style-type: none"> <li>A successful track record of achievement including leading transformational change whilst maintaining a committed and engaged workforce.</li> </ul>	Essential	Application, Interview

	<ul style="list-style-type: none"> <li>• A track record of working on complex and sensitive property matters, over a diverse portfolio and with significant capital and revenue budgets.</li> <li>• Demonstrable record of leading the formulation, delivery and ongoing development of corporate asset related strategies and policies.</li> <li>• Evidence of success in delivering Property Management services within tight budget constraints and with limited resources.</li> <li>• Successful experience of leading a performance culture, including people planning, target setting, performance appraisal and the management and motivation of diverse staff groups.</li> <li>• Experience of working with strong accountability systems, either through elected boards, strategic boards, shareholders or political governance systems.</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>Application, Interview</p> <p>Application, Interview</p>
<p><b>Skills/Abilities</b></p>	<ul style="list-style-type: none"> <li>• A significant working knowledge of the legislative and policy framework relating to Property together with associated current and emerging asset and facilities management issues and Capital delivery</li> <li>• Strong communication, influencing and negotiation skills with the ability to inspire; together with the ability to present clearly in a wide range of formats to diverse audiences on complex issues.</li> <li>• Ability to work collaboratively, working across teams and functions to develop shared solutions to deliver wider organizational goals.</li> <li>• Good judgement and the ability</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application, Interview</p> <p>Application, Interview</p> <p>Application, Interview</p>

	<p>to anticipate and plan for future developments.</p> <ul style="list-style-type: none"> <li>• Strong analytical and project management skills, and the ability to use data and information intelligently.</li> <li>• The ability to develop practical and creative solutions to both service and corporate problems</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application, Interview</p> <p>Application, Interview</p> <p>Application, Interview</p>
<b>Personal Style and Behaviour</b>	The highest personal integrity and loyalty, supportive to colleagues, with a drive to deliver corporately on the City Council's vision and values	Essential	Interview
<b>Commitment</b>	An understanding of and a personal commitment to the vision, aims, values and priorities of Liverpool City Council.	Essential	Interview

## Equal Opportunities - Our Commitment

Liverpool City Council is an equal opportunities employer. We are committed to the fair treatment of our staff, potential staff and service users, regardless of age, disability, gender, sexual orientation, race or religion.

We respect the diversity of all employees and monitor our workforce and employment policies by race, gender and disability.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal records.

We select all candidates for interview based on skills, qualifications and experience

**It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.**

**This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.**