

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Strategic Property Manager

Grade: PO7

Reports to: Senior Programme Manager

Grade: SMG1

Directorate: Place

Section: Inclusive Regeneration

Main Purpose of the job:

To support in the commercial management of the Council's property portfolio, providing assured technical and commercial advice, and leading on valuation, planning and development services in support of wider corporate objectives.

Summary of Responsibilities:

To support the Head of Property and Capital Programme Delivery in the commercial management of the Council's property portfolio in support of wider corporate objectives.

To be responsible on behalf of the Directorate for managing and controlling the various valuation, planning and development functions, including identifying new opportunities and obtaining agreement to pursue those, managing procurement and other commercial processes to deliver the required outcomes.

To act as an intelligent client and be responsible for the management, control and development of a full range of professional valuation, planning and development services and property portfolios, ensuring that positive trends and outcomes are delivered against agreed corporate objectives and KPIs.

In collaboration with the Head of Property and Capital Programme Delivery; lead on acquisitions, disposals, lease negotiations, development agreements, Compulsory Purchase Orders, and other property related matters. Ensure Council land and property is managed soundly, including fulfilling the Council's corporate objectives under the Council's Regeneration, Accommodation and Asset Management Strategies.

Overseeing the implementation of client requirements through project delivery and handover phases.

To provide assured technical, commercial and managerial advice to the Council on its property portfolio / land holdings and related matters and lead to achieve positive outcomes in all transactions undertaken on the Council's behalf.

Contribute to the development of all relevant strategy and policy documentation.

Work closely with the Strategic Housing and Regeneration teams in identifying and maximising housing opportunities on Council land including carrying out all early-stage due diligence to inform proposals and briefs.

Personal responsibilities and duties:

To provide professional, commercial and technical advice on a number of complex projects relating to land and property assets with multi-million pound values, using relevant market knowledge and expertise. Ensuring that risks and savings are managed where possible and projects deliver additional income and value for money for the Council.

To lead on and be responsible for the delivery of a portfolio of complex property planning and development programmes and or projects, to agreed outcomes.

To take responsibility for the management and negotiations for the valuation and property planning and development functions to drive innovation, improved service outcomes and new income sources for the Council

Ensure that the best development and investment partners are attracted to the borough and that interests are aligned.

To lead and develop a matrix managed environment in which workloads will be varied and priorities will change on a regular basis. To manage effectively within that structure, managing staff, external contractors and consultants as required, providing effective motivation, direction, performance management, coaching and personal support to enable them to work effectively within the matrix-managed nature of the team.

Contribute to annual business and service plans ensuring valuation and planning and development work priorities, programmes, performance indicators, quality targets are reflected to ensure the contracts achieve agreed objectives.

Support the Head of Property and Capital Programme Delivery in the development and implementation of a rolling programme of disposal of surplus property, in relation to the Council's Asset Management Strategy, to advise upon and monitor the programme of capital receipts for the authority.

Develop, manage and co-ordinate assigned portfolios, programmes, and projects from inception to completion, ensuring that they are delivered to agreed time, cost and performance standards and in accordance with accepted and accredited professional standards whilst always seeking to achieve continuous improvement.

To build collaborative projects and programmes that help achieve a viable housing supply/pipeline and sustainable revenue income for the Council- working closely with relevant teams to ensure projects are in line with existing and emerging policy.

To develop planning and development project proposals for effective and optimal use of the council's land and property through feasibility work, to test their viability, deliverability and make recommendations on the necessary funding where appropriate. Undertake land valuations to support sound decision making.

Work with managers across services to maximise development potential of the land and property estate and seek funding opportunities for schemes from Regional and National Government and other external funding streams.

On behalf of the Council, negotiate and agree the values and terms for property acquisitions (including housing), property disposals, rents paid and rents received in accordance with professional standards and the Council's standing orders (subject to the Council's approvals and governance processes).

To negotiate tenders for outsourced valuation, estate surveying and feasibility work on a project, including consultants and contractors, and to manage the appointment process, ensuring that external resources are appointed in accordance with the Council's procurement requirements and to achieve value for money.

To deliver a high quality planning & development and property valuation service to support projects undertaken by the Council which may have significant and long-term impact on the Council's finances and property assets. Provide leadership, direction and advice in dealing with commercially significant and often sensitive property negotiations for land / asset sales and purchases. This will include the generation of future income streams (both revenue and capital).

Calculate, manage and request budgets, as appropriate, to ensure timely progression of works and services schemes.

To lead and develop an excellent understanding of the issues facing the Council's key partners and stakeholders, including their commercial models and constraints, their strategic objectives, and their

relative strengths. To use this understanding to identify and implement examples of good practice and innovation; to champion new ways of working for the Council.

Promote service innovation and improvements, liaising with other organisations (including private and public bodies) to share good practice and benchmark performance to ensure the continuous improvement of service targets and outcomes.

Actively manage and use property data and information to ensure corporate objectives are met most effectively. Use systems, procedures and auditable records to assist in this respect. Assist with the development of such systems and processes.

To contribute to an effective programme of annual valuations to maintain the council's Property Asset Register and ensure that the Asset Management System is fit-for-purpose.

To develop and implement appropriate controls and systems with respect to planning and development work to ensure effective management of risk and financial probity. To keep accurate records and provide management and monitoring information.

To prepare reports and provide expert advice to Committees and senior officers on the development of policy and strategy related to property and land and strategies for managing capital and revenue budgets through the effective use of these assets and implications for service delivery.

To deal with correspondence and enquiries including Members and MPs' questions, FOI requests and to liaise with external bodies such as the GLA and provide information as required.

To liaise with Senior Officers and Members, when necessary attend and present at Council and external meetings (e.g. to residents and other stakeholders) as required.

Act as an expert witness in matters relating to property planning and development and estate management issues and where regulations have been breached taking any necessary action. To include the preparation of evidence and attendance at Court and Lands Tribunal.

Ensure that corporate reporting with regard to agreed KPI's is carried out systematically and that positive trends are delivered.

To support the development of an organisational culture which is positive, forward-looking, responsive to change, performance-driven, customer focused and in which staff are valued and encouraged to innovate.

To support the continuing development of the Council's property and regeneration practice as a centre of excellence in managing the Council's property and land bank portfolio to meet the corporate objectives.

Internal Contacts: These include Chief Officers, Elected members, senior staff in other Directorates, legal, and members of the key governance boards and working groups.

External Contacts: This will include senior staff of local authorities and other public sector organisations (e.g. GLA), senior central government staff, MP's, Trade Union officials, Chief Executives and senior staff of private/third sector organisations, consultants, Council's commercial lessees, developers, estate agents, registered providers, other strategic partners and stakeholders, contractors and suppliers, professional bodies, members of the public, local interest groups, District Auditor, District Valuer and voluntary sector organisations.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviors

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 0

Number of partially managed staff: will vary depending on complexity of programmes and projects but likely to be more than 3. Plus, External consultants and contractors 5 -20.

PERSON SPECIFICATION

JOB TITLE: Strategic Property Manager

POST NO: TBC

DEPARTMENT: Inclusive Regeneration

GRADE: PO7

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked '**S**' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity	Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
	Understanding of how equality and diversity relates to this post	S
Knowledge	Excellent knowledge of best practice in aspects of property valuation, planning and development services; with experience in a similarly complex, challenging environment.	S
	Excellent knowledge and understanding of the built environment and related regulatory and professional compliance, including Planning.	S
	Excellent knowledge of the political interface in a local authority and the role and needs of elected members.	S
	Excellent knowledge of the issues facing the management of a public sector organisation	S
	Excellent knowledge of successful financial management and control in property, planning and development areas.	S
	Excellent knowledge of procurement practice	S
	Excellent knowledge of Health & Safety legislation	S
	Excellent knowledge of Property Systems and Processes	S
Aptitude	Ability to interpret, model and articulate a strong strategic vision for service quality and continuous improvement.	
	Able to establish effective and productive working relationships with elected Members and other key stakeholders.	
	Ability to both manage and support while maintaining high levels of accountability throughout the organisation.	

	Able to understand complex policy issues and present them to a range of groups including staff, external partners, stakeholders and elected Members.	
Skills	<p>Strong leadership skills, including the ability to both lead and support while maintaining high levels of accountability throughout the organisation.</p> <p>A confident, commercially focused, strategic thinker, able to create innovative solutions and engage with and influence others.</p> <p>High levels of political sensitivity and integrity, recognising both formal and informal political scenarios within an organisation.</p> <p>Excellent communication skills, written and verbal</p> <p>Excellent presentational skills.</p> <p>Excellent negotiations skills.</p> <p>Strong Financial Management skills</p> <p>Be ICT literate to a good professional level.</p> <p>Strong financial and viability modelling skills</p>	
Experience	<p>Substantial experience of property valuation, planning and development work within a similarly complex and challenging environment with experience of successfully managing and delivering cross-cutting or integrated programmes of work.</p> <p>Substantial experience of completing development appraisals, valuations and advising on project and programme viability.</p> <p>Demonstrable evidence of leading teams to deliver to specified outcomes in high pressure and 'exposed' environments, including evidence where you have contributed towards their personal and collective development.</p> <p>Substantial experience of successful budgetary management and control, both at departmental level and contributing to overall corporate effectiveness.</p> <p>Substantial experience of having delivered effective performance measures and a performance culture that achieves objectives and drives up performance standards.</p> <p>Substantial experience of developing and managing strategic partnerships that are focused on outcomes rather than process and that have made a demonstrable difference to the quality of programme delivery.</p>	<p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p>
General Education	<p>Surveying and / or Planning and Development qualification and / or Royal Institution of Chartered Surveyors (RICS) status.</p> <p>High level of literacy and numeracy.</p> <p>Evidence of professional development (CPD).</p>	<p>S</p> <p>S</p> <p>S</p>

Personal Qualities	<p>A strong and highly motivated leader and team player with energy and credibility who commands the confidence of Members, senior managers, staff, business partners and stakeholders.</p> <p>Personal authority and stature to lead by example, achieve successful outcomes and able to act firmly and decisively both corporately and collaboratively.</p> <p>A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect.</p>	
Circumstances	Able to attend meetings in the evenings; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines.	S

DBS Disclosure Required? **No** **Basic** **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post