

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Strategic Property Manager	Grade:	SMG 1
Reports to (Designation):	SGM Property, Asset Strategy & Estates	Grade:	SMG 3
Directorate:	Resources & Regeneration	Section:	Regeneration & Place

Main Purpose of the job:

1. To deliver a professional, high quality property service.
2. To develop and implement strategic plans to achieve appropriate use of property assets to support the Council's objectives in areas of effective asset management, strategic land use and growth.
3. To provide assured technical 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.
4. To act in an intelligent client capacity, to provide the Council with first class professional and technical advice on Corporate strategies and policies for the built environment across the Division.

As a Lewisham Manager you will:

1. Be responsible for professional advice and support in service area to deliver in partnership with others the councils vision, values and ways of working.
 2. Take overall responsibility for the planning and management of services, ensuring community and customer needs are identified and met.
 3. Ensure the delivery of identified service objectives and continuous improvement of service targets.
 4. Achieve results through the effective management and development of people.
 5. Ensure the effective deployment of financial resources and compliance with statutory professional and organisational frameworks.
-

Summary of Responsibilities and Personal Duties:

1. To lead on the review, development and delivery of the Council's Strategic Asset Management Plan in support of the Council's corporate objectives.
2. To identify, develop and manage major property change initiatives and projects which

identify significant opportunities from the Council's existing property portfolio for development, improvements in service delivery, income generation and to meet wider Council corporate objectives.

3. Liaising with other Council services and departments, lead on service asset reviews, exploring opportunities to improve and, where possible, rationalise the operational estate. This includes chairing internal officer working groups in relation to the strategic management and review of the operational estate and working with services in relation to estates and the management of their properties.
4. To deliver a high quality asset planning, development and property valuation service to support major 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
5. To support the SGM Property, Asset Strategy & Estates and other service leads in undertaking large-scale complex development agreements related to property, marketed nationally including negotiation and implementation of partnership and joint venture arrangements with private and other public developers.
6. Provide expert and technical advice to senior and Chief Officers and members on policy and strategy related to land use and asset strategies for managing capital and revenue budgets through the effective use of land and property assets and implications on service delivery.
7. As a member of the business unit's senior management team:
 - Plan for the activities of the business unit in asset strategy and regeneration and ensure that these are aligned to the delivery of the Council's objectives.
 - To contribute to business management activities, including setting standards across the service, determining business objectives and plans.
8. To lead on the effective management of the Council's Property Asset Register and ensure that the Asset Management System is fit-for-purpose.
9. Manage the use of systems, procedures and auditable records to fully deliver these principal accountabilities.
10. To represent the Council at a variety of forums including the preparation of evidence and attendance as an expert witness in all relevant actions to do with property matters; County Court, High Court, Lands tribunal.
11. To manage a team (internal and or external resources), ensuring that the requirements of the service are achieved to a high standard through the motivation, performance management and development of staff involved. To fulfill supervisory responsibilities required to manage a team of professional, technical and support staff. To provide guidance on complex matters to colleagues in other teams when required.
12. Advise senior and chief officers and representatives of partnering organisations and stakeholders, to secure coherence in the future planning, direction and delivery of works and services, thereby aligning the development of all assets with local regeneration

objectives, life-long learning and other agendas.

13. To provide Professional & Technical interfaces (with other stakeholders)

14. To develop 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.

14. Ensure compliance with the relevant Data Protection Act and GDPR

All employees are required to;

- Participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.
- Carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.
- Comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.
- Assist in carrying out the Council's environmental policy within the day to day activities of the post.
- Undertake other duties, commensurate with the grade, as may reasonably be required.
- Treat all information acquired through employment, both formally and informally, in strict confidence.

Contacts

These will include:

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

External Contacts: This may include

Public Sector; Chief Executives and Chief Officers/ senior staff of local authorities and other public sector organisations (e.g. GLA), senior central government staff, MP's, Trade Union officials, members of the public, local interest groups and voluntary sector organisations, strategic partners and stakeholders, District Auditor and District Valuer.

Private Sector; Chief Executives and senior staff of private sector organisations, consultants/consultancies, Council's commercial lessees, developers, strategic partners and stakeholders, contractors and suppliers, Professional bodies.

Number of fully managed staff: 1 plus various external consultants where appropriate and required

Title: Strategic Estates Surveyor

Grade TBC

No of posts 1

And, from time to time, as work-load dictates other Surveyor roles as required

LONDON BOROUGH OF LEWISHAM

PERSON SPECIFICATION

Designation:	Strategic Property Manager	Grade:	
Reports to (Designation):	SGM Property, Asset Strategy & Estates	Grade:	SMG3
Directorate:	Resources and Regeneration	Section:	Regeneration & Place

S: criteria for shortlisting

Equal Opportunities	Commitment to implement the Council's Equal Opportunities Policies	S
	Awareness of equalities issues	S
Knowledge	An in-depth knowledge of strategic and operational property strategy and / or large-scale regeneration in a local government context at senior management level.	S
	An in-depth and practical understanding of existing and pending legislation, issues and financial constraints facing local government and specifically the government policies relating to asset use, housing, planning and growth and how they will impact on a local authority managing a major property portfolio	S
	A full professional working knowledge of planning and development matters.	S
	A thorough understanding of relevant commercial constraints, risks and trends and an awareness of how they affect the development and delivery of a large area-based programme.	S
	A thorough understanding of the principles and implications of the modernization and transformation agenda for local government, best value.	S
	Demonstrate the ability to be able to apply analytical and strategic planning techniques.	S
	An in-depth knowledge of the relationship between performance management and continuous improvement.	S
	Detailed knowledge of estate management law and practice and its application in complex development related scenarios.	S
	A clear understanding of the 'place-shaping' agenda and the main elements of regeneration.	S
Aptitude	Ability to interpret, model and articulate a strong strategic vision for service quality and continuous improvement.	
	The capacity to take a strategic approach to delivery, translating complex issues into action.	
	The ability to think creatively and develop practical solutions to long-	

[illegible]

Qualifications	<p>Hold a relevant professional qualification: Fellow or Member of the Royal Institution of Chartered Surveyors (RICS) and/or significant relevant experience.</p> <p>Be an RICS Registered Valuer with accreditation under the Valuer Registration Scheme.</p>	S
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>Lateral thinking to bring forward relevant and deliverable outcomes.</p> <p>A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect.</p> <p>Evidence of commitment to continued professional development.</p> <p>Good ability to use information technology.</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.	
Physical	Generally must meet LB Lewisham requirements for the post	