

Director of Property & Assets

Join us – Make a difference in our communities

West Sussex as an area is rapidly changing with increasing pressures from our demographics, continuing challenges to provide our residents and communities with greater levels of choice to support improved outcomes in their lives and of course we need to do this within tighter and tighter financial constraints. We recognise therefore that our organisation, working with and alongside our partnerships, needs to fundamentally change.

During a period of significant and fundamental change, we need strong, experienced, collaborative and cohesive leadership across our organisation. This requires a strong, collaborative strategic and corporate foundation for our organisation.

West Sussex has a wide range of existing property assets with the potential to attract further investment and significant opportunities to exploit its position. Our asset management plans are bold and innovative. They aim to build on existing successes to transform our service operations and bring new opportunities for our residents and businesses.

About the Job

Reporting to the Executive Director for Resources, you will be the Council's principal advisor on all matters related to property and assets. You will oversee our substantial capital programme and drive forward our asset management strategy for the County. You will take a long-term place-based approach, working closely with key strategic partners and stakeholders across our county. You will lead on commissioning a range of activities and programmes that deliver a focussed, co-ordinated and prioritised approach to delivering property and asset growth, improvement, maintenance, commercialisation and rationalisation.

The property portfolio comprises schools, libraries, fire stations, highway depots, over 250,000 sq. ft. of administrative office space and agricultural estate holdings of over 750 acres.

You will provide strategic leadership to the Council's corporate approach to asset management working across West Sussex. The service portfolio incorporates all aspects of capital investment, strategic asset planning and facilities and estates management, delivered by a large and diverse team.

Job Details

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| Grade: | SMG3 |
| Department: | Resource Services |
| Location: | County Hall, Chichester |

Required Experience & Skills

Proven experience of managing estates and asset services in a complex environment.

Detailed, in-depth understanding and track record of the asset management agenda for local authorities and an ability to understand and deliver against the Council's West Sussex Plan ambitions for its services and for our communities.

Proven experience of leading on corporate projects and initiatives that cross service boundaries, acting as 'relationship manager' for key external partners, recognising potential problem areas and finding solutions, identifying and implementing effective 'joined-up' solutions and approaches to meet our organisation's vision and values

Experience of having worked at a senior level in a multi-stakeholder environment and of working closely and effectively with partner organisations and other external stakeholders to promote and further strategic priorities

Experience of working in a political environment with an ability to work effectively with elected members.

A track record of senior management experience leading a frontline service and developing high performing multi-disciplinary professional teams

Able to communicate a compelling vision to key stakeholders internally and externally, to find creative solutions to achieve outcomes in the best interests of the County Council and the communities of West Sussex.

Educated to degree level or equivalent by experience in an appropriate field.

Appropriate professional qualification e.g. MRICS.

Key Responsibilities

Lead the Council's strategic property and asset management services, ensuring the property and asset portfolio is aligned to the needs of the Council and West Sussex communities, in terms of service delivery and financial drivers (e.g. capital receipts, income generation).

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

As head of profession, 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 and building related activities into coherent initiatives that will deliver their intended outcomes for the Council and West Sussex.

Develop and deliver the Council's approach to surplus assets.

Develop and deliver the Council's approach to commercialisation and optimisation the Council's corporate and future estate.

Accountable for the Council's Asset Register, ensuring the information is complete, accurate and compliant with legal and audit requirements.

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 for 132 staff and responsible for a capital programme valued at £800m to 2022/23.

Our Values and Culture

You will lead, promote and demonstrate the values of our organisation.

- Trust and Support
- Listen and Act Upon
- Customer Centred
- Honest and Realistic
- Genuinely Valued

You will lead, promote and demonstrate the culture ambition of our organisation to:

To become an organisation which lives and breathes our values where all of our people are able to work in an empowered, collaborate and invocative way to make a real and positive difference to all our communities.

SMG

January 2019

