

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Corporate Property and Estates Manager	<b>Grade:</b>	SMG 1
<b>Reports to (Designation):</b>	Head of Property, Assets and Capital Programmes	<b>Grade:</b>	
<b>Directorate:</b>	Housing Regeneration and Public Realm	<b>Section:</b>	Inclusive Regeneration

#### **Main purpose of the job:**

To provide strategic leadership, direction and management of the Corporate Property and Estates team in the provision of a comprehensive Estate Management service ensuring that assets are efficiently and effectively utilised and fit for purpose in accordance with Council policies and best practice.

To deliver the Council's estate management function for its property portfolio including landlord and tenant items such as lease negotiations, rent reviews, valuations etc.

To lead on the strategic development and delivery of sound commercial property and asset related proposals that will deliver transformation and assist the Council in meeting its strategic objectives for the utilisation of assets.

Achieve delivery of the agreed asset-based savings proposals including disposal of assets with a target annual receipt of £2M.

Management of the corporate property register and database.

#### **As a Lewisham Manager you will:**

1. Be responsible for professional advice and support in service area to deliver in partnership with others the council's 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.

#### **As the Estates Manager you will support the Head of Property, Assets and Capital Programmes to:**

Provide corporate advice on the strategic estates management issues, prepare strategies, devise, implement policies and procedures based on best practise covering London-wide and cross borough proposals.

Use professional knowledge and experience to identify innovative proposals for estates management and use of the Council's assets in support of corporate initiatives.

Ensure that all property transactions comply with all statutory and professional standards and represent Best Consideration for the Council.

Work with the service departments, partners, project owners, project teams and Consultants to deliver specific estates projects.

Work with the colleagues across the council on a continual review of the estates portfolio with the aim to identify under-utilised or/and under-performing assets for option appraisal for their future use or disposal.

Responsible for the development of the council's commercial investment portfolio business planning process – leading in the establishment of clear business, financial and operational targets and then ensuring the effective delivery of those targets.

Ensure best value for money and high performance from property assets through the effective and efficient direction and utilisation of assets and through maintaining robust reporting.

Ensure that appropriate systems are in place to ensure financial probity and to keep accurate records and provide management and monitoring information.

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

Manage, develop and maintain a comprehensive property management database and asset register on all council properties, to assist with the preparation, development of a Local Land and Property Gazetteer and its integration into a National Land and Property Gazetteer as required.

Lead on ensuring that all properties are let in accordance with Council policies and to liaise with other departments as necessary.

Responsible for the effective management, planning and monitoring of large and complex budgets associated with the estate portfolio.

Monitor, recommend and, when required, amend systems, procedures in accordance with appropriate quality assurance documentation, court outcomes and legal requirements.

Treat all information acquired through employment, both formally and informally, in strict confidence.

Manage key deliverables within the Council's Asset Management Strategy and support the delivery of the Council's Asset Transformation Programme

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.

- All employees are required to 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.

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

Number of fully managed staff: 5

## LONDON BOROUGH OF LEWISHAM

### PERSON SPECIFICATION

<b>Designation:</b>	Corporate Property and Estates Manager	<b>Grade:</b>	SMG1
<b>Reports to (Designation):</b>	Head of Property, Assets and Capital Programmes	<b>Grade:</b>	
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**S:** criteria for shortlisting

<b>Equal Opportunities</b>	Commitment to implement the Council's Equal Opportunities Policies Awareness of equalities issues	<b>S</b>
<b>Knowledge</b>	Excellent knowledge of best practice in aspects of valuation and estates services experience within a similarly complex, challenging environment.	<b>S</b>
	Excellent knowledge of the built environment, and related property investment and planning issues.	<b>S</b>
	Excellent knowledge of the political interface in a local authority and the role and needs of elected members.	<b>S</b>
	Excellent knowledge of the issues facing the management of a public sector organisation	<b>S</b>
	Excellent knowledge of principles of financial management and control.	<b>S</b>
	Excellent knowledge of procurement practice	<b>S</b>
	Excellent knowledge of Health & Safety legislation	<b>S</b>
<b>Aptitude</b>	A robust and up to date knowledge of issues relating to property investment and planning.	
	Ability to interpret, model and articulate a strong strategic vision for service quality and continuous improvement.	
	Ability 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.	
	Ability to understand complex policy issues and present them to a range of groups including staff, external partners, stakeholders and elected Members.	

<p><b>Skills</b></p>	<p>Ability to interpret, model and articulate a strong strategic vision for service quality and continuous improvement.</p> <p>Able to understand complex policy issues and present them to a range of groups including staff, external partners, stakeholders and elected Members.</p> <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> <ul style="list-style-type: none"> <li>• Ambitious, driven and energetic.</li> <li>• Visible, approachable and accessible.</li> <li>• Resilient, determined and confident.</li> <li>• Outward Facing</li> </ul> <p>High levels of political sensitivity and integrity, recognising both formal and informal political scenarios within an organisation.</p> <p>Able to establish effective and productive working relationships with elected Members and other key stakeholders.</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>	
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<b>Experience</b>	Significant evidence of estate management experience within a similarly complex and challenging environment with experience of managing large asset management related projects and programmes of work.	<b>S</b>
	Significant track record in measuring and reporting on the performance of investment portfolios.	<b>s</b>
	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.	<b>S</b>
	Highly developed technical and market-based knowledge and experience of property and estates and issues related to landlord and tenant relationships.	<b>S</b>
	Significant experience of successful budgetary management and control, both at divisional and departmental level and contributing to overall corporate effectiveness.	<b>S</b>
	Significant experience of having delivered effective performance measures and a performance culture that achieves objectives and drives up performance standards.	<b>S</b>
	Significant 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.	<b>S</b>
	Significant experience of managing organisational change in a fast-moving environment and building and supporting a team that is able to lead the implementation of high-quality services.	<b>S</b>
<b>General Education</b>	A degree in Surveying or Estate Management. Royal Institution of Chartered Surveyors or possess an equivalent qualification.	
<b>Personal Qualities</b>	<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> <p>Evidence of commitment to professional development.</p>	
<b>Circumstances</b>	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.	

**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

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 requirements.