

Director of Property and 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. You will lead on commissioning a range of activities and programmes that deliver a focussed, co-ordinated and prioritised approach to delivering asset growth, improvement, maintenance 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. We are also developing our commercial estate for income generation.

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.

What you'll need to succeed

You will have a proven track record of delivering and leading a complex service, with extensive experience of operating successfully within a senior leadership team, shaping and influencing innovative and high-quality practice in high



Job Description & Person Specification



performing teams. You will need to provide strategic leadership and work collaboratively to lead and embed a performance focused culture to deliver high quality outcomes. You will have a thorough understanding of the relationships and culture of organisations that impact on the wider Council. You'll be 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.

Job details

Grade: Senior Management Group
Directorate Group: Resource Services
Location: County Hall, Chichester

Required experience and skills

(These will be used as the shortlisting criteria)

Key Skills:

1. Excellent communication skills with the ability to influence, negotiate and establish credibility to represent the County Council and enhance its reputation and form positive relationships with external partners and elected members.
2. Ability to work proactively with fully delegated authority to use principles and seasoned judgement to deal with complex issues without referral, for example resolution of complex service issues.
3. Ability to recognise where change is needed, to embrace and create an enthusiasm for change and to work effectively with others to develop creative, innovative and customer-focused solutions.
4. Ability to maintain a customer-focused approach, building working partnerships with others to foster effective joint working, based on collaboration and cooperation to deliver "joined up" services or programmes.
5. Proven people management skills with the ability to inspire and provide direction and support promoting a "can do" attitude and an environment of creativity and innovation.
6. Ability to delegate responsibility and provide constructive feedback and coaching to individuals in roles where there is a high degree of discretion in decision making.

Qualifications and/or experience:

- Educated to degree level or equivalent by experience in an appropriate field.
- Appropriate professional qualification e.g. MRICS.
- 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 ambitions.



Job Description & Person Specification



- 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.

Key responsibilities

Lead the Council's strategic asset management function, ensuring the property 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.

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.



Job Description & Person Specification



Our Values

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 cultural ambition of our organisation:

"We have an inclusive and supportive culture, work in partnership and reward individual and team contribution."

JD Code: SMG

Date: February 2021

