

Lancashire County Council

Grade Profile

Estates Manager - Grade 12

Purpose
One of the Council's senior professionals in the Estates function, heavily involved and integrated into the service, influencing, shaping and challenging at senior levels to inform service planning, development and associated budgets within their own area.
Scope of Work
As a Chartered Surveyor (MRICS / FRICS) with significant post qualification experience in managing a team of Surveyors, and providing senior technical advice to colleagues/clients. The post requires a high level of professional expertise and experience, exercising a large degree of independent professional responsibility and discretion. Role holders will lead, support or direct a team of professionals or be an individual contributor providing a technical reference to a professional team, but a major part of their role will be to work collaboratively and closely with senior management and stakeholders to ensure a range of service development, improvement and innovative solutions.
Accountabilities/Responsibilities
<p>The following are a range of duties that are appropriate to this grade.</p> <ul style="list-style-type: none"> ▪ Lead on the interpretation and communication of policy, legislation, regulations and codes of practice relevant to a wider service area than at Level Five, scanning the horizon for relevant changes that may impact the business. ▪ Proactively provide expert advice to meet internal/external customers' needs, to inform multi-agency initiatives, and to facilitate management decision-making which will have medium to long term effects on the business, ▪ Evaluate existing provision and monitor service developments to recommend large scale service improvements for decision by senior management e.g. reviewing service delivery models. ▪ Review management information requirements and identify improvements to ensure information gathered meets requirements for service planning or legal/security requirements. ▪ Represent the Council at external forums, conferences and meetings to build professional networks and influence wider policy agendas. ▪ Lead on the design and delivery of medium to large projects to resolve service issues or to achieve service improvements. This includes initiating and scoping improvement projects, and leading on the design of objectives. ▪ Lead, develop and promote a culture of continual professional development of all staff at each level.
Skills, knowledge and experience
<ul style="list-style-type: none"> ▪ Highly developed knowledge of the principles, theory and practice of specialist area ▪ Comprehensive understanding of the activities and objectives of the Council, both current and future ▪ Ability to successfully influence key decision makers at senior levels, both internal and external to the Council ▪ Up to date professional expertise ▪ Membership of relevant professional body ▪ Ability to scan horizon and understand implications of broader local government trends for the service ▪ Commercial acumen and financial understanding <p>In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p>

Performance Indicators
<ul style="list-style-type: none">▪ Quality of advice/service against legal, safety and best practice standards▪ Achievement of relevant service targets▪ Adherence to internal/external quality standards if applicable▪ Adherence to policies and procedures▪ Accuracy and timeliness of information recording and processing▪ Customer and stakeholder feedback

Lancashire County Council Person Specification

Estates Manager - Grade 12

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
Qualifications:		
A Member of the Royal Institution of Chartered Surveyors (MRICS / FRICS). With an academic level qualification or equivalent or substantial vocational experience in a relevant technical, specialised field	E	A
Experience:		
Significant experience in a senior estates surveyor role managing a team of professional surveyors within a large and/or complex service.	E	A/I
Significant experience of working across services within multi-disciplinary teams; managing projects and teams outside of direct line management	E	A/I
Initial strategy, policy and procedural development and implementation across the area of responsibility	E	A/I
Innovative and creative management of services within a changing and challenging financial environment	E	A/I
Knowledge and Skills:		
Ability to build relationships and influence, develop and motivate at senior levels, internally and externally	E	A/I
Significant knowledge of the application, principles, theory and practice of the specialist area of responsibility	E	A/I
Comprehensive understanding of Corporate and service strategy and objectives and translation and implementation at local level	E	A/I
Ability to apply managerial judgement to ensure service area objectives are achieved	E	A/I
Strong analytical and problem solving skills and the ability to look ahead and understand implications of future initiatives within the area of responsibility	E	A/I
Strong project and change management skills	E	A/I
Other (including special requirements)		
1. Commitment to equality and diversity.	E	I
2. Commitment to health and safety.	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others.	E	I