**Job Description**

***Property Asset Principal (Performance and Information)***

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| **Service:** | Asset Management | **Team:** | Property Review and Information Team | |
| **Location:** | Preston | | | |
| **Salary range:** | £44,624 - £48,684 | **Grade:** | | 11 |
| **Reports to:** | Property Asset Manager (Review) | **Staff responsible for:** | | 4 |

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| **Job Purpose** |
| * As part of the Asset Management Service provide strategic management of the council's property portfolio in order to ensure that our property assets enable the delivery of corporate priorities. * Lead a team to gather, manage and manipulate our premises related data to accurately illustrate the portfolio in a way critical to decision making. * The post holder will be involved in identifying and delivering corporate, service, and partner requirements and projects across Lancashire and will play a key role in ensuring that Lancashire County Council's land and buildings continue to meet requirements for service delivery during ongoing and significant organisational change and financial challenge. * Responsible for corporate property asset management information (core property record), with service delivery across several of the council's service areas at a corporate level. * Engage with other service areas and stakeholders to ensure asset data and performance data is received is accurate and timely. * Responsible for the data and reports to drive our property performance improvement process, benchmarking, and monitoring of policy delivery * Dealing with a range of premises related issues including estates, financial, premises management, design, project and programme management, legal and data management and coordinating the advice of specialist professionals. * Provide expert professional services and advice in a complex specialist area and work collaboratively with, and support and challenge internal and external stakeholders and partners, including a wide range of professionals and senior managers. * Lead, inspire and engage individuals towards the achievement of strategic and service objectives. * Accountable for the quality and professionalism of others working across several services. * Reporting to the Property Asset Manager (Review), activity will be reviewed against agreed targets. |
| **Accountabilities/Responsibilities** |
| |  | | --- | | **The following are a range of duties that are appropriate to this grade.**   * Translate broadly defined deliverables into a clear work plan for the project team, co-ordinating and integrating some diverse areas of work to provide clear direction for the team. * Manage, operate and interpret property data management information systems and ensure the accuracy of premises data. * Develop an overview of corporate asset management requirements to identify wider ways to deliver continuous operational, performance and efficiency improvement, for review by senior officers. Will need to work beyond the team boundaries and may deploy technical or commercial expertise to identify and deliver these improvements. * Develop, manage and motivate a project team which aspires to high standards of work and behaviour, by providing ongoing coaching and training. * Build and develop partnerships and relationships with members, senior managers, external organisations and the community to ensure service priorities are shared and communicated effectively. * Present property related data in a concise and effective way in order to illustrate the property portfolio and support decision making at senior and member level. * Lead the delivery of the team’s service objectives through project management, commissioning/procurement of goods and services, and/or managing contracts and service level agreements. May need to look up to a year ahead to anticipate and respond to changes that will impact on delivery. Involved in critical elements of wider service planning. * Review and prioritise the use of resources, including buildings, equipment and/or vehicles, to ensure they are put to best use in delivering the service.   **Skills, knowledge and experience**   * Strong analytical skills and problem-solving capability * Experience of managing, manipulating and presenting complicated data sets in a way that supports and enables strategic decision making and development * Excellent understanding of the interdependencies of premises data across the portfolio, the ability to interpret and connect data provided by others to the requirements of our processes. * Experience of developing policy * Excellent communication and negotiation skills * Project and change management skills * Experience of providing in depth coaching and mentoring to develop others * Experience of resolving complex issues and managing conflicting priorities * Ability to build and maintain effective networks and relationships * Excellent understanding of the Strategy and Performance Directorate and Asset Management Service area objectives, plus broad understanding of Council Community Strategy and Corporate Plan * In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.   **Performance indicators**   * Delivery of specified results e.g., outputs, volumes, continuous improvements. * Achievement of medium-term milestones * Quality of partner relationships * Budgeted vs. Planned expenditure * Customer satisfaction (internal or external) and service level measures. * Work force indicators (turnover, timeliness, absenteeism, etc.) * Project variance from time/budget targets | |
| **Other** |
| * **Equal Opportunities**   We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.   * **Health and safety**   All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.   * **Customer Focused**   We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times. |
| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:**   * **Supportive**   We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.   * **Innovative**   We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.   * **Respectful**   We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.   * **Collaborative**   We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Person Specification**

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All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| **Qualifications** |
| * Professional and/or academic level qualification or equivalent in a relevant technical, specialised or operational field * Recognised programme management qualification\* |
| **Experience** |
| * Experience at middle management level; managing complex operations/functions/services relevant to the post * Experience of working collaboratively within a public service environment * Experience of managing, manipulating and presenting complicated data sets in a way that supports and enables strategic decision making and development, and for benchmarking purposes * Can demonstrate delivery against agreed service plans and managing services in line with agreed budgets, targets and plans * Innovative and creative management of services within a changing and challenging financial environment * Management and development of teams to ensure high quality service delivery within an uncertain environment. |
| **Essential knowledge, skills & abilities** |
| * Strong analytical, evaluative and problem-solving skills * Ability to identify, interpret and collate a range of property related data and information * Excellent understanding of the interdependencies of premises data across the portfolio, the ability to interpret and connect data provided by others to the requirements of our processes. * Project and change management skills * Ability to build and maintain effective networks and relationships * Strong communication and negotiation skills * Good understanding of corporate and service strategy and objectives and translation and implementation at a local level * Good understanding of, and the ability to work successfully in a political environment * Application of managerial judgement to ensure service objectives are achieved |
| **Other essential requirements** |
| * Commitment to equality and diversity. |
| * Commitment to health and safety. |
| * Display the LCC values and behaviours at all times and actively promote them in others. |
| * This is an essential car user post * You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive |