

Principal Asset & Investment Manager

Job Description

Post	Principal Asset and Investment Manager
Department	Property
Salary Grade	M5
Salary Range	£47,606 -£51,842
Hours	37
Location	Pippbrook, Dorking
Reports to	Property & Regeneration Manager
Responsible for	3 Asset Managers

Post Objective

To manage the Asset Management function of the Council's property team and be the primary advisor in respect of all asset management and investment matters for Mole Valley District Council.

The post holder will work collaboratively with a mixed range of property colleagues to deliver a comprehensive package of property services and advice to the council in respect of its mixed portfolio. In addition the post holder is required to work collaboratively and effectively with colleagues in other departments.

Main Duties

- To manage the delivery of the Council's property strategy via the provision of asset management, investment and property development advice across the Council's property portfolio, which includes commercial and operational property. This will include: working collaboratively with the other members of the property and regeneration teams and other departments within the Council. When necessary attending Member meetings including Cabinet and Scrutiny, representing the Asset Management function and wider Property Team and deputising when necessary for the Property and Regeneration Manager and other senior colleagues.
- Lead the Asset Management function, undertaking budget management including responsibility for the Council's rental income, the provision of strategic professional advice and being responsible for the performance of the Asset Management team, ensuring a culture of continuous improvement is developed.
- To lead on property projects that have significant importance to the Council's financial planning including budget management, the provision of professional guidance and monitoring the performance of consultants to ensure projects are delivered on time and to budget.
- Provide an asset management service including valuations, development appraisals and negotiations (where appropriate instructing and monitoring appointed consultants) for all purposes relating to:-
 - a) Acquisitions, development opportunities, disposals and appropriations

- b) Land compensation claims for and against the Council
 - c) Lettings, Rent reviews and lease renewals in relation to external lettings
 - d) Granting or taking of any rights of any description in or over land.
 - e) Internal valuation and property management advice to other Departments
 - f) Viability studies and estimates.
 - g) Non Domestic Rating
 - h) Encroachments on Council land.
 - i) Annual valuations of the Council's Assets in accordance with the IFRS
 - j) Reviewing and reporting on general property matters
- Contribute to delivery of the Council's Asset Management Plan by undertaking a comprehensive review of council owned assets making recommendations in respect of alternative uses, development opportunities and disposals of investment property that are no longer meeting the council's investment criteria.
 - Prepare and progress development briefs when necessary in respect of Council-owned sites. As required, instruct professional consultants to inform briefs for planning consultation and viability purposes.
 - Tender and instruct professional teams for a range of property projects including but not limited to the submission of planning applications and disposal of council owned assets.
 - Prioritise the workload of the Asset Management team including instructing and managing external consultants and agents and wider teams as necessary to ensure the required level of service is achieved and projects are delivered.
 - Oversee the updating and administration of the Council's Property Records and filing systems, including upkeep of the property asset database to support the Property function.
 - Draft, prepare and provide advice on reports to Committees involving property matters, which have financial, or asset management implications. This includes dealing directly with senior officers and Members of the Council.
 - Input and work with the Property and Regeneration Manager and other property colleagues to prepare, update and deliver a range of property strategies relating to all Council land and property.
 - Ensure all actions/recommendations are consistent with Council regulations and policies.
 - Manage team members and collaboratively assist others where necessary. Advise and assist trainees with the RICS APC (Assessment of Professional Competence) requirements.

- Where appropriate develop policies and working practices that seek to improve the effective and efficient running of the property portfolio. Help decide and set objectives and targets for the Property portfolio in line with corporate policy. Provide information to enable performance against these objectives and targets to be monitored.
- Be able to compile a procurement specification, invitation to tender and evaluation document in compliance with relevant regulations and work collaboratively with the procurement department
- To be aware of the Council's policy on Risk Management and to escalate any new, emerging or potential risks to the post holder's line manager.
- Carry out such duties as may be required by your manager as appropriate to the post
- To ensure that all necessary data is provided in an accurate, reliable and timely manner, and is fit for purpose in accordance with the Council's Data Protection Policies.
- Health and Safety – to work in accordance with the Council's commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures

Person Specification

Experience and Knowledge

Essential

- Able to demonstrate experience of collaboratively working with colleagues and external consultants.
- Experience of proactively undertaking the asset management of a property portfolio.
- Demonstrable experience of effective team working and supporting less experienced members of the team.
- Able to demonstrate a broad range of knowledge of property law and asset management.
- Experience of working on key property projects in relation to optimising the use of the property assets.
- Budget management, income and capital generation.
- Experience of managing others, demonstrating an ability to adapt management styles dependent on the needs of the service and individual requirements
- Able to demonstrate a broad knowledge base and experience in a variety of property work including, asset management, development and acquisition.

Desirable

- Able to demonstrate experience of instructing and leading external consultants and project teams.
- Experience of fully project managing key projects in relation to optimising the use of property assets.
- Experience of working with Councillors

Education and Qualifications

- Member of RICS or other equivalent qualification
- Continued management, leadership and behavioural development

Skills

- Capable of interpreting complex legal documentation often under time pressure.
- Excellent negotiating skills.
- Able to demonstrate an innovative approach to property problems.
- Excellent numeracy skills e.g. to manage and set budgets, to understand and present data to a range of audiences.
- Excellent verbal and written and comprehension skills e.g. ability to write complex, but cogent reports in plain English, give advice at all levels on complex matters.
- The ability to present reports and data to a variety of audiences in an effective manner thereby enhancing the Council's reputation.
- Highly competent in the use of Microsoft Office and able to produce documents in hard and electronic versions including experience of working on/with website content and using the internet.

- The ability to interact at a senior level and to prioritise your own and the team's workload when experiencing conflicting demands.
- Demonstrate the ability to mentor and motivate staff and deal effectively with difficult issues.
- Negotiation skills and evidence of their use to achieve successful outcomes.
- Ability to produce and interpret data and statistics.
- Be able to work to deadlines.
- Can show initiative and work independently of detailed supervision.
- Committed to high quality, customer focused service delivery.
- The ability to work effectively with a range of colleagues and peers.
- Innovative in responding to changes in law, guidance and best practice in asset management.

Job Requirements

- To travel in Mole Valley by car to remote sites (and sometimes beyond) in order to fulfil the requirements of the role
- Full driving licence
- Attend evening meetings and undertake occasional weekend working when required

Employee Signature

Date

Manager's Signature

Date