



SOUTH KESTEVEN
DISTRICT COUNCIL

Head of Corporate
Property Services

April 2022



The opportunity with South Kesteven District Council

The head of Corporate Property Services is an exciting new, high-profile role, leading on the development and implementation of the Council's Corporate Asset Management Strategy.

South Kesteven District Council want to change people's lives in meaningful and positive ways by becoming the best District in which to live, work, and visit. It is the people in Team SK who make it all possible. This post holder will be joining the Council's Property Service at a particularly demanding time, and you will lead in delivering change, and provide senior operational management to the Council's property service functions.

South Kesteven are therefore seeking to secure an excellent Head of Corporate Property Services. Reporting directly to the Director of Housing and Property, SKDC are looking for an inspiring leader with a proven track record of producing fantastic work to lead on ambitious plans.

A positive and resilient manager, you'll be good with people and strive to make your service the best that it can be. You'll drive, encourage, and develop creative talent within the Corporate Property Services team supporting them to achieve key objectives.

You'll be passionate about all areas of corporate property services and will have a proven track record in delivering a successful corporate property function in a social housing environment.

Working collaboratively with key stakeholders, you'll utilise your strong interpersonal skills to develop and maintain effective relationships within the political environment.

You won't be afraid to challenge traditional thinking, and you'll be adept at networking, advising, and building relationships, delivering innovation wherever possible.





Purpose of Post:

The purpose of the Head of Corporate Property Service role is to provide senior operational management to the Council's property service functions including:

- Overall responsibility for the full range of the organisation's Corporate Property portfolio.
- Leading on the development and implementation of the Council's Corporate Asset Management Strategy.
- Leading on the Council's Housing New Build Programme.

Main Statement of Responsibilities

- Responsibility for the overall operational management and planned maintenance of the Council's Corporate Assets, ensuring that all investment requirements align with the corporate business plan and ensuring that any peaks and troughs in the investment plan are smoothed out.
- To provide specialist support and advice and to undertake negotiations in connection with the acquisition and disposal of properties involving capital values ensuring best value is achieved for the Council and in accordance with the asset management plan, asset disposal strategy and other council strategies.
- To identify and assess potential investment opportunities which complement the Council's existing commercial property portfolio and contribute to the council's regeneration and maximise return on investment and to provide recommendations as necessary to the Corporate Management Team.
- To provide reports and valuations of property across the Council's portfolio, including insurance valuations.
- To negotiate terms for the variation of restrictive covenants.
- To ensure the production of comprehensive property records for Asset Management purposes and in the management of the Council's Terrier system and ensuring records are accurate and up to date.
- To provide data, reports and analytics on the performance of the property portfolio as required.
- To negotiate with contractors/suppliers and take advice from other council officers as necessary with regard to procurement.
- To provide specialist support and advice in relation to the development and implementation of other relevant strategies and plans and identify opportunities to enhance income and capital returns from the portfolio.
- Ensure all legal and regulatory requirements are met in terms of property, assets, health and safety.

Corporate Responsibilities

- Implement the Corporate Plan in to an effective and deliverable service plan.
- Lead by example in conducting appraisals, one to one's and workforce planning for relevant areas.
- Work collaboratively across all service clusters with other managers and senior managers.
- Develop and maintain effective working relationships with all areas of the Council and where required, external organisations.
- To ensure direct reports understand their accountability, responsibility and need for cross-functional working across the Council
- Effectively lead and manage staff
- Be accountable for all allocated budget
- Ensure that Health & Safety legislation and the Council's Health & Safety requirements are complied with and monitored within the postholder's area of responsibility.
- Be aware of and comply with the Council's Equal Opportunities Policy, safeguarding arrangements and other corporate strategies and policies.
- Realise that assigned resources may be released to contribute to corporate projects to deliver priority outcomes.
- As and when required manage a corporate project to deliver defined operational or priority outcomes.
- Ensure commercially advantageous business plan in place for all business areas.
- Understand commercial priorities of Council to optimise use of resources.
- Manage business with set outcomes to ensure resources are aligned to organisational outcomes and key business objectives.
- Identify and introduce best practice ways of working to drive performance up to agreed standards in a cost-effective way.
- Provide or make available professional/technical support to the team and the Council





South Kesteven District Council – Core Values

SKDC's vision is to "be the best district in which to live, work, and visit." To achieve this promise, they are building an organisation with a strong internal culture. SKDC's values determine how they behave and deliver services to their residents and businesses and how they interact with each other. SKDC believe that their values are just as important as skills.



Accountability

Which means ensuring that everyone at every level is responsible of what they do and takes ownership for their actions and decisions.



Flexibility

Which means working in different ways, at different times and in different places to meet the needs of our residents and businesses.



Agility

Which means working together to get the job done, using our skills to get the best outcome for our residents and businesses.



Equity

Which means ensuring that we treat each other with respect, irrespective of rank, position, or status. This echoes our commitment to provide consistently good services to both our internal and external customers.



Networking

Which means that as a council we recognise that ours is not the only voice or opinion. We embrace the views of others and use formal and informal networks to improve performance and ensure the solutions we deliver meet the needs of our customers.



Always Learning

Means sharing knowledge, skills, and expertise to enable the council to go from strength to strength and learn from everything we do.



Talent

Means harnessing the incredible ability that is within the council and valuing the contribution that everyone can make.





Person Specification

Essential

- Extensive previous experience of working in a property service management function.
- Word and Excel proficient with the ability to use an IT system to manage and monitor tenancy and estate management functions.
- Experience of managing revenue and capital budgets.
- Experience of service improvement and applying the regulatory framework to day-to-day policy and procedure, amending as needed to take into account local issues and best practice.
- Contract management experience including producing and procuring contracts.
- Ability to use service statistics to identify trends, risks, and opportunities.
- Willing to embrace and tackle difficult issues, including under performance.
- Ability to work collaboratively with other service areas

Communication and Interpersonal Skills

- Able to effectively communicate with all Stakeholders verbally, in writing, on a one-to-one basis and at meetings
- Excellent Report writing and communication skills
- Good interpersonal skills
- Ability to deal with difficult situations calmly and diplomatically
- Ability to assess and summarise complex information and make recommendations
- Ability to manage change
- Adaptable and flexible

Qualifications

Essential

- Degree, or equivalent professional qualification or equivalent work experience.
- Full driving licence and ready access to a vehicle.

Desirable

- Membership of an appropriate professional body such as CIOB, CIH or RICS.





How to apply

Panoramic Associates Ltd is acting as a retained employment agency to South Kesteven District Council on this appointment.

Candidates should apply for this role through our website www.panoramicassociates.co.uk

Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

Alternatively you can submit your CV direct to our retained consultant:

Tom Selman –
t.selman@panoramicassociates.co.uk



The closing date for applications is noon on Friday 30th April 2022.

