

Job Description

DIRECTORATE:	Communities
DEPARTMENT:	Community Services
POST:	Group Manager - Corporate Landlord
GRADE OF POST:	GR17
RESPONSIBLE TO:	Head of Operations – Community Services

JOB PURPOSE:

Responsible for all Corporate Landlord functions relating to full breadth of the Council's corporate property portfolio and facilities management service, including the strategic asset management, built environment direct labour organisation and architectural/major projects team.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Effectively manage financial, human and physical resources in the relevant service areas in order to ensure value for money and that schemes of delegation are properly developed and maintained.
- As a member of the Council's Senior Management Group, working closely with other Group Managers, to contribute significantly to translating the Council's vision of Total Facilities Management into high quality and cost-effective strategic and operational service delivery.
- Provide strategic leadership for all Property-related services, developing the Council's Strategic Asset Plan and managing implementation across the whole asset base.
- Manage the Built Environment direct labour team, ensuring Council buildings and associated operations are adhering to appropriate compliance standards and health and safety regulations, and delivering services in a cost efficient way by improving productivity and efficiency and ensuring high levels of customer satisfaction.
- Support the Head of Service in respect of shaping the strategic direction of the Council's Corporate Landlord functions by driving forward transformational change programmes through focusing on delivering quality services and value for money by meeting approved financial plans and Medium Term financial savings .

- Bring a commercial perspective to the service area by delivering excellent value for money to our customers, both in terms of cost and quality of service and robust contract management with external providers.
- Manage an Architectural team in the delivery of the Council's major capital building projects and programmes ensuring that both internally and externally designed building projects are managed in an efficient and effective way with regard to both initial capital cost and lifetime repairs and maintenance costs.
- Ensure practices are in place to comply with statutory requirements relating to construction projects including Construction Design and Management Regulations and the Control of Asbestos Regulations.
- Develop and foster effective partnerships across the wider public sector, other agencies, the business sector and the community in order to deliver benefits for customers, service users, citizen and the Council.
- Formulate policy, strategies, service planning, provision and continuous improvement of an integrated Asset Portfolio Management function that sets the future direction for the property portfolio and achieve sustainable benefits.
- Manage property transactions, commercial portfolio, estate management and valuations and deliver an asset disposal programme in order to achieve financial targets and sound governance.
- Manage and lead on all aspects of the development of the Council's Carbon Reduction Commitment Strategy in consultation with stakeholders.
- Ensure that appropriate data management systems, policies and procedures are in place to verify that Council buildings and associated operations are adhering to statutory and regulatory compliance.
- Facilitating the transformation of community service provision through managing and successfully transferring of Council assets and services into community control. This is achieved through partnership working with own and community councils, development trusts and other third sector organisations in order to sustain community facilities.
- To deputise for the Head of Service as required, in a variety of complex and potentially contentious situations, including those involving councillors, AM's, MP's, special interest groups and the media, anticipating issues and developing management and communication approaches.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

Group Manager Corporate Landlord

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> ▪ Hold a degree in a relevant subject area (or equivalent). ▪ Evidence of continuous professional development. 	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> ▪ Considerable experience of working at a senior level within a related field. ▪ In depth commercial and technical expertise in a variety of environments. ▪ Considerable experience of managing multi-disciplinary teams. ▪ Experience of service improvement and change management. ▪ Project management experience. ▪ Detailed knowledge and experience of Performance Management. ▪ Experience of procurement, contract management and commissioning of services. ▪ An awareness and understanding of political sensitivities and the respective roles and responsibilities of members and officers. ▪ Knowledge of key professional legislation and policy issues. ▪ Proficient in understanding the hierarchy and culture of the Council, customer and supplier organisations and being able to identify the decision makers and influencers. ▪ Experience of successful partnership working and being able to demonstrate the knowledge to 	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	Interview, application form, reference and selection process.

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<p>ensure that the Council can benefit from partnerships.</p> <ul style="list-style-type: none"> ▪ Full understanding of RAMS, CDM Regs and Pre-Construction Phase plans. ▪ In-depth knowledge and experience of relevant legislation, including Health & Safety. 	√	
<p>Skills & Personal Qualities</p>	<ul style="list-style-type: none"> ▪ Proficient in leadership and people management skills with the ability to get results through working with people. ▪ Good presentational, oral and written skills. ▪ Good negotiating skills. ▪ Proven skill in improving business service delivery through innovative deployment of networking technologies. ▪ Proficient in project planning and control techniques. ▪ Able to retain objectivity and proper understanding of a problem or situation in a pressurised environment. ▪ Proficient in being proactive, taking action and anticipating opportunities. ▪ Skilled in mentoring and developing others. ▪ Customer Focused. ▪ Ability to communicate in the medium of Welsh. 	√ √ √ √ √	Interview, application form, reference and selection process.