Job Description

|  |  |
| --- | --- |
| **Job Title** | Assistant Director: Property and Investment |
| **Grade** | AD2 |
| **Reporting To** | Director of Regeneration and Place |
| **JD Ref** | LEAD0049 |

Purpose

To be the principal and lead adviser to Members and the Senior Leadership Team on all land, property and asset investment matters and to ensure that the Council maximises the use of its assets to achieve its ambitions. Be the senior responsible officer/lead for all asset requirements pertaining to the Councils regeneration programmes and projects.

Main Duties And Responsibilities

**Behavioural:**

* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values and leadership behaviours in the role and organisation.

**Service specific duties & responsibilities:**

* Lead the development and implementation of the Council’s Asset Management and Investment Strategy, ensuring it is a key enabler to achieve the Council’s objectives.
* Lead the Council’s asset management, investment and corporate landlord services, covering facilities management, surveying and valuation, property disposals and acquisitions and leasing services, achieving demonstrable high quality, statutory compliance and continuous improvement.
* Operate as lead property and asset investment advisor to the Council’s regeneration programme, designing and delivering property-based regeneration schemes which achieve the Council’s ambitions for sustainable, high-quality design.
* Identify opportunities for innovative use of property and assets to play a key role in place-shaping so that the Council can be an exemplar in creating physical environments which promote healthy, sustainable living.
* Operate as lead advisor on the achievement of the Council’s climate change strategy as it affects the use of the Council’s assets and property investment decisions.
* Ensure that the Asset Management and Investment Strategy is integrated with the Council’s Medium-Term Financial Strategy and that the Council’s property portfolio achieves a stable long-term source of income.
* Lead a “One Public Estate” approach to the use of assets across Wirral’s public services, leading to improved outcomes for local communities and an efficient use of public financing.
* Design and implement resourcing plans for the Asset Management and Investment service, including the development of in-house teams plus external specialists and project resource.
* Lead on pre-contract negotiations with regards to design and contractual arrangements for regeneration programmes and projects in conjunction with the Chief Regeneration Officer and Director of Regeneration and Place.
* Oversee project management of development schemes from inception to completion/handover.
* Be a key and lead contact for Asset Management and Regeneration stakeholders including those internal and external.
* Establish a network of effective working relationships with Homes England, Local Authorities, agents, contractors, vendors, solicitors, valuation offices, local communities and other agencies as required.
* Prepare and present key committee reports in respects to Asset management and Regeneration items.
* Act as an ambassador for the Council and Wirral working with and alongside a range of stakeholders and partners to ensure delivery of the Council’s wider growth agenda.
* Undertake other reasonable duties commensurate with the job role as directed by the Director of Regeneration and Place.

**Team Leadership and Management:**

* Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
* Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
* Through continuous improvement strengthen the tools, practices and impact of the service.

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
* Ensure that all service initiatives adhere to relevant legislation, policies and practices.

As a Chief Officer of the Council, meet all legal responsibilities in relation to the health and safety obligations set out in the Council’s health and safety policy.

* As a Chief Officer of the Council, actively promote and role model the Council’s targets and aspirations, in relation to climate change and reducing carbon emissions.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* Relevant property/surveying professional qualification and full membership in a relevant professional body such as the Royal Institute of Chartered Surveyors.

**Knowledge & Skills**

* Ability to use high-level skills to translate strategy and vision into relevant and deliverable programmes and plans.
* Extensive knowledge and experience of tendering, contact administration and construction partnering.
* Skilled in project and budget management and performance monitoring.
* A proven ability to build effective relationships across a range of partners which deliver well-designed and property-based projects.
* Ability to negotiate, collaborate and influence senior officers, councillors and external stakeholders deliver outcomes.
* Continually improving what we do, using knowledge, experience and awareness of the external environment and challenging where appropriate.
* An understanding of the role of asset management and investment and regeneration in creating sustainable, healthy communities.

**Experience**

* Experience of successful strategic leadership of an asset management service in an organisation of comparable scope and complexity.
* Successful track record in leading service improvement and delivery at a senior level within an Asset Management and Regeneration setting.
* Substantial, applicable experience in leading the design and delivery of large-scale property and asset-related schemes.
* Proven experience of staff management and achieving results through people.

Additional Information

Take part and compile with the Statutory Duty Officer rota as directed.

Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Commitment to attending evening, weekend and events as required.

Attend and present at committee meetings and deputise for the Director of Regeneration and Place where appropriate.

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Health & Safety Considerations:

* Lone working
* Work with VDUs (Video Display Unit) (>5hrs per week)
* Exposure to persons with challenging or aggressive behaviour

Approved By: Marcus Shaw, Director of Regeneration and Place

Date Of Approval: 10/04/2025