



| Job description | |
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| Job title | Group Manager (Property) |
| Grade | PMG3 |
| Department | Resources |
| Section/team | Assets Service |
| Accountable to | Head of Assets |
| Responsible for | Property Management and Development Team Property Information Management Team |
| Date reviewed | March 2021 (refreshed April 2025) |

Purpose of the Job

The post-holder will ensure that the Council's property assets are managed efficiently, effectively and facilitate the provision of excellent services. This will involve preparing and implementing strategic advice regarding the management and future direction of the Council's Land and Property portfolio. In addition, the post-holder will assist with the delivery of land and property development opportunities and will oversee the management of the Council's shops portfolio.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- 1 To manage the Strategic Property Team and ensure that the Council's property assets are managed efficiently, effectively to facilitate the provision of excellent services.
- 2 To determine the allocation of space within the Council's administrative buildings in response to the changing shape and structure of the Council.
- 3 To undertake property reviews to rationalise the Council's estate, identify development opportunities and manage any arising land or property disposals.
- 4 To assist with the delivery of land and property development opportunities.



5 To efficiently manage the Council's shops portfolio in accordance with good estate management practice.

6 To effectively manage all revenue budgets related to land and property the Assets Service is responsible for.

7 To lead on a review of corporate estate management and to implement any agreed changes arising from the review.

8 Provide high quality professional property advice to the Council to support the decision making and property review process.

9 Maintaining and developing comprehensive records of land and property ownership and asset management data including a statutory asset register and annual asset valuations.

10 To oversee the implementation of the Council's school playing fields improvement programme.

11 Management of the Council's rating liability to ensure accurate valuations and appropriate charging.

12 Responsible for the management of annual asset valuations for accounting and insurance purposes for all Council Property Assets which fall under the responsibility of the Assets Service.

13 Responsible for ensuring that asset valuations meet the requirements of International Financial Reporting Standards and the Council's accounting policies for the annual Statement of Accounts.

14 Responsible for liaison with the Council's external auditors during the audit of accounts process, providing responses to audit queries in a timely manner.

15 Making a positive contribution to the production and successful achievement of the Assets Service's annual service and team plans and performance management targets.

Health and Safety

1 To ensure the Council's operational assets and shopping parades are fully compliant in accordance with the relevant building compliance, health and safety and fire safety regulations.

2 To ensure suitable and sufficient risk assessments are carried out in the delivery of the Assets Service.

3 To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities



Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.

As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.