

| PERSON SPECIFICATION - Head of Property & Asset Management | | | | |
|---|--|----------------------|------------------|----------------------------------|
| | Area of Competence | Short listing | Interview | Assessment / presentation |
| | Knowledge | | | |
| 1 | A relevant professional qualification in a property related discipline – such as the Royal Institution of Chartered Surveyors (RICS) or the Royal Institute of British Architects (RIBA) or the British Institute of Facilities Management (BIFM) or an Engineering or Project Management qualification. | X | | |
| 2 | Understanding of both local government (including statutory functions) and the corporate or private sector in so far as construction, maintenance and contract management matters are concerned. | X | X | X |
| | Experience & Ability | | | |
| 3 | Significant and successful experience in leading, managing and developing a property service function in a large organisation. | X | X | |
| 4 | Experience of working in or for a local authority and an understanding of local government practices, procedures, scope and constraints. | X | X | |
| 5 | A thorough understanding of the corporate and service goals and objectives of the organisation and translating those into property management strategies, plans and actions | X | X | X |
| 6 | Significant proven leadership skills and a record of successful strategic management at a senior level within a large organisation | X | X | |
| 7 | A successful track record in leading motivating and enthusing staff in a multi-cultural, multidisciplinary team setting. | X | X | |
| 8 | Clear ability to co-ordinate and develop strategic planning and performance management across the service. | X | X | |
| 9 | Experience and ability to develop both team and partnership working in service delivery with both internal and external organisations developing a climate of enthusiasm and co-operation and mutual trust and respect (eg PPP, PFI). | X | X | X |

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| 10 | Demonstrate an ability to lead on the following areas: <ul style="list-style-type: none"> • property asset management • best value in procurement of capital and revenue funded property works • partnership working and funding leverage • enhancement of property fitness for purpose • performance management in the property arena • integrated property and fm service delivery | X | X | |
| | Financial Skills | | | |
| 11 | A good understanding of the financial significance of the job. Ability to understand, analyse and draw correct conclusions from numerical and statistical data | X | X | X |
| 12 | Ability to set budgets, budget plan, forecast and monitor budgets and keep to set budgets. | X | X | |
| | Planning & Organising | | | |
| 13 | Ability to plan in advance - prioritise, organise, schedule and monitor plans. | | X | X |
| | Decision Making | | | |
| 14 | Ability to make sound and timely decisions, take initiatives, and initiate action. Ability to weigh up a situation and take or recommend a course of action after considering the benefits as well as the problems. | | X | X |
| | Communication | | | |
| 15 | Able to think and communicate strategically | | X | X |
| 16 | Ability to communicate effectively, persuasively and enthusiastically with a wide range of audiences through :- (Expresses information, thoughts and ideas fluently and concisely.) | | | |
| | (a) oral and | | X | X |
| | (b) written communications | X | | X |
| | Equal Opportunities / Diversity | | | |
| 17 | Understanding of the issues in relating to diversity, equal opportunities and delivering a Best Value service. (including a commitment to Brent's Equal Opportunity and Diversity Policies.) | X | X | |
| | Customer Care | | | |
| 18 | Understanding of the importance of customer care in service provision and a commitment to Brent's Customer Care policy | X | X | |