


Job Description			RS1
	SERVICE AREA:	Finance Services	LOCATION: Town Hall (Or any other location in the borough)
	UNIT:	Corporate Property	SECTION:
	POST TITLE:	Head of Property & Asset Management	CURRENT GRADE:
	RESTRICTED	YES	POST NUMBER(S):
<p>1. PURPOSE OF JOB (summarise the main purpose and objectives of the job)</p> <p>To lead corporately in the management of the Council's property assets, including:</p> <ul style="list-style-type: none"> the development of the Council's asset management framework in support of its corporate and service goals and objectives; the management of corporate property functions, including the facilities management of the Council's "Muniport"; property maintenance and the commissioning of new property works; co-ordination of corporate property initiatives the delivery of property services including valuations, management of the commercial portfolios, property disposals and acquisitions, and the monitoring and reporting of performance measurement of property assets and property management activities 			
<p>2. DIRECTLY RESPONSIBLE TO (attach an organisation chart and indicate the position of the post holder)</p> <p>The Director of Finance</p>			
<p>3. FUNCTIONALLY RESPONSIBLE TO (if applicable)</p> <p>The Director of Finance</p>			
<p>4. RESPONSIBLE FOR (indicate whether employees are directly, indirectly or occasionally supervised. The post titles, post numbers and number of employees supervised should also be indicated, unless shown on the organisation chart).</p> <ul style="list-style-type: none"> 12 staff in the Property section and some 42 staff in the Facilities section of the unit Acquisitions New Works – including the development of Children's Centres and DDA works : programme value 2004/ 05 : circa £ 7 Million Maintenance Disposals Corporate Landlord Account £ 5 Million pa FM Muniport Buildings Account £ 2 Million pa Property Review programme The Council's non-Housing Estate – Gross Book Value £ 350 Million 			

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES (indicate the main Accountabilities and responsibilities of the post, starting with the most important and describing each in a separate numbered paragraph).

1. To lead in the continued development, implementation, monitoring, reviewing and reporting of the strategic management of the Council's corporate property assets, integrated with the Council's corporate and services' strategies and with the strategic management of the other key resources – finance, personnel, ICT – including strategies, property plans, policies and processes and the upkeep of the Council's Corporate Asset Plan.
2. To support the continued development, implementation, monitoring, reviewing and reporting of the strategic management of property assets in service development plans.
3. To develop and maintain the Council's property asset performance measures and the Council's corporate property asset database, including terrier and to lead in driving continuous improvement in efficiency and effectiveness of the use and management of the Council's property assets.
4. To develop, guide and support the roles, responsibilities and accountabilities of those involved in property management, as outlined in the Council's Corporate Property Standards and to lead in ensuring compliance with all relevant statutory requirements and codes of practice including health and safety, asbestos and legionella.
5. To support the preparation of the Council's short, medium and long term strategic plans, the development of option appraisal and programme prioritisation processes, the development of innovative approaches in property management (eg PFI / PPP) and the pursuit of funding from all appropriate sources so as to maximise the use of the Council's capital and revenue programmes and opportunities to improve its property assets in order better to support its corporate and service goals and objectives.
6. To lead in the role of property client, either directly or as facilitator as appropriate, including the selection, appointment, co-ordination, monitoring and review of consultants and contractors to procure effective and efficient property professional and other services and works.
7. To manage Corporate Property Services, including the in-house delivery of property professional services, as appropriate, and including Estates and Valuation, Technical Services, Asset Management, Information and Terrier.
8. To lead in the provision of facilities management services with particular regard to the Council's "Muniport"
9. To lead in the management of the Council's commercial estate and Community Centre properties.
10. To lead in the programming, planning and implementation of the review of the Council's property assets and its management.
11. To provide property inputs into major initiatives such as the New Wembley Civic Centre project, the South Kilburn "New Deal" Regeneration area and the Wembley Regeneration area.
12. To be responsible for the operation of the Town Hall and the running of the Paul Daisley Hall for public and Council events.
13. To provide property advice to Members and officers in the authority.
14. To undertake such other duties as may be appropriate from time to time and including participation in the management of Brent Finance Services and other corporate member and officer working groups.

6. JOB CONTEXT

This post has overall corporate responsibility for the management and performance of the Council's property assets:

- with direct responsibility for a recently restructured multi-disciplinary property team; and
- working through and in partnership with corporate and service directors in respect of property used in the delivery of their services.

Corporate Property Services, within the Council's Finance Services, has three key roles:

- leadership and advice to the Council, Executive and senior officers in the corporate property management – and including leading on the Council's asset management framework and responsibility for the management of the Council's "Muniport" (its core office estate), commercial estate and Community Centre property and the maintenance of the Council's corporate property data, including terrier;
- provision of and support in property client activities in procurement of property consultants' and contractors' services; and
- the provision of property services, including valuation, building surveying, facilities management services and asset management advice.

The Council works in association with a range of select consultants appointed on framework term contracts and currently including:

- Architectural and Engineering Services:
 - Owen Williams; or
 - Jacobs
- Building Surveying:
 - Sanderson Weatheralls
 - Hunter & Partners;
 - Allen Construction Services
- Plant & Facilities:
 - Amey Property Services
- Mechanical and Electrical Engineering:
 - NIFES
- Asbestos Consultancy:
 - Dearle & Henderson
- Access Consultancy:
 - Vectra Ltd

Following a Best Value Review of Property Services, Asset Management and Facilities Management, the Council is working on closer integration of property management into the strategic management of its corporate and services' activities. Corporate Property Services is now part of Finance Services and has been re-organised and strengthened to enable the team to better support the demands of a modern and increasingly successful organisation.

This post will play an important, high profile and vital part in the future management of the Council. Not least:

- it has a challenging Corporate strategy with major property implications – and including a proposal for a new Civic Centre as a crucial part in the regeneration of the Wembley area;
- high priority is attached to the achievement of CPA "Excellence" – and in which asset management will be an essential part;
- the challenges of responding to Gershon, in seeking ever better efficiency and effectiveness; and
- the needs and aspirations of the Council's services to deliver continuous improvement in their services and value for money.

7. ADDITIONAL INFORMATION

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Continue on a plain sheet of paper, if necessary

Jobholder's Name	Signature	Date
Director's Name	Signature	Date