

Asset Strategist and Resource Planner				Purpose			
Reference No.	SS1084	Type	Generic	<p>To manage and support the development of strategies relating to the occupation and use of Council property assets. co-ordinating and liaising with occupying Services, FM, Finance as required.</p> <p>Key objectives include, space management, analysis of property utilisation, determination of Service needs, negotiation with Council Services (including Senior Managers) regarding the occupation and use of buildings and office space. Logistics and planning relating to building use, move management advice and support to Council Services. Development of business cases, briefing documents, reports and committee papers.</p>			
Service	Property Services						
Job Family	Professional 3	Grade	FC9				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Working with the AM team to develop and set asset plans and strategies. Agreeing priorities in consultation with the Service Manager and Asset Management Lead ensuring work plans are delivered to agreed priorities.				Educated to SCQF level 9 which includes a degree level qualification or equivalent in a related subject such as project management, business management, surveying or facilities management.		✓	
Develop and support corporate change initiatives eg Agile Working practices for the Council Services				Significant experience in property asset management or in a similar field		✓	
				Project management skills		✓	
				Organisational skills		✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Deliver, monitor and manage projects and programmes of work</p> <p>Managing the relationships between all stakeholders to secure best outcome service users.</p> <p>Demonstrate potential for the Services to use property as catalyst to drive Service change.</p> <p>Lead and develop Service property strategies.</p> <p>Drive forward and identify impact and benefits of key strategic Service initiatives</p>	<p>Ability to liaise effectively with key staff, external partners and consultants – demonstrating strong interpersonal, networking and group communication skills (Work together and Embrace technology and information)</p> <p>Presentation skills</p> <p>Problem solving skills (Work together)</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>Taking a lead responsibility within the Asset team for the development and implementation of individual allocated asset strategies</p> <p>Monitor and evaluate benefits to inform future work programmes.</p>	<p>Experience of translating strategy into deliverable plans.</p> <p>Customer service skills (Focus on Customer)</p> <p>Experience of working with simultaneous and conflicting demands.</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>Working with colleagues within E&E / Property Services, other Council Services, and other agencies, to attain and maintain current and future performance. Improvements in relation to the use and occupation of Council assets</p>	<p>Networking skills</p> <p>Experience of managing conflicting demands</p> <p>Experience to develop and deliver service improvements and initiatives (Deliver results)</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

E = Essential Criteria D = Desirable Criteria

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Experience of driving change in designated area (Take Ownership – see How We Work Matters Framework) , Initiative, personal resilience and experience of delivering change (Focus on customers)	✓ ✓	
Developing, implementing and managing specific strategies and initiatives in own functional area and the wider Property Services.	Report writing skills Data analysis analytical and evaluation skills Ability to provide a regular and effective service	✓ ✓ ✓	
Comply with the Councils Scheme of Administration and Standing Orders.	Knowledge and experience of Local Authority procedures Knowledge of Data Protection Acts, regulations and obligations relating to FOI and EIR requests		✓ ✓
Contribute to reports to relevant Project Boards and Committees, including time, cost and quality parameters and identifying and or mitigating risks.	Experience of developing creative and practical solutions IT skills (Embrace technology and information)	✓ ✓	
Ensuring that effective systems and practices are in place and that these are continuously monitored and reviewed.	Ability to monitor performance and review information to make improvements.	✓	
Take a lead role in the preparation and maintenance of quality manual/procedures/ standards for the Service. Develop these documents or parts of the documents as required	Attention to detail skills	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Hold lead responsibility for the development, implementation, monitoring and review asset plan actions and management arrangements with all Services.	Experience of budget management and monitoring Ability to motivate others to perform to the highest Standards Ability to travel to sites around Fife	 ✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.