



Role Profile

Job Title:			
Reference No.	A4965	Type	Individual
Service	Property Services		
Job Family	Service Manager	Grade	FC12

Purpose
<p>To develop and deliver Council wide strategy relating to the acquisition, management, and development of Council property within defined areas of responsibility. To meet Council delivery objectives, corporate programmes, and emerging legislative requirements.</p> <p>To provide leadership and the management direction necessary; to deliver a professional Estates and Asset Management Service, and the delivery of corporate programmes such as the Affordable Housing Programme.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
<p>Leading the development of strategy, policy, practice and delivery of four areas of corporate activity; including the functional management responsibilities and corporate level change programmes.</p> <ul style="list-style-type: none"> Affordable Housing Programme – circa £50m capital spend to secure new build housing units. Component replacement programme – circa £30m programme of planned and reactive improvement and repairs to existing housing stock

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Educated to SCQF level 9, which includes a Degree or equivalent.</p> <p>Educated to SCQA level 11 Masters Business qualification /Post graduate diploma degree.</p> <p>Current chartered membership of a relevant professional body e.g., RICS</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

E = Essential Criteria D = Desirable Criteria

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<ul style="list-style-type: none"> • Asset Management Planning – develop strategy to rationalise and improve the corporate property estate, driving corporate change e.g., office and depot rationalisation programmes, blended working. • Estate management – Responsible for a range of corporate activities; land / building acquisition and disposal activities in support of corporate priorities e.g., schools, care homes. Development of Council policies in response to legislation e.g., Common Good, Community Asset Transfers, and the Subsidised Leases Policy. Project management activities, maintenance, and management of Corporate property database information system. 	<p>Evidence of proactive engagement with other Councils or and other public and private partners.</p> <p>Significant experience of Programme and project management and of translating strategy into deliverable plans (Deliver results – See ‘How We Work Matters’ Framework)</p> <p>Experience of managing conflicting demands</p> <p>Ability to provide a regular and effective service</p>	✓ ✓ ✓ ✓	
<p>Leading and managing teams with responsibility for the strategic management, delivery, direction, and improvement of a programmes within and across Services. e.g., new building Housing Programme.</p> <p>Managing and reducing operational/strategic risks including those relating to operational activity such as vacant properties.</p>	<p>Experience of developing and maintaining effective relationships with Council services, partnerships, and other relevant organisations</p> <p>Experience of managing staff across a number of disciplines. Leadership skills</p>	✓ ✓	
<p>Leading and managing the estates team responsible for;</p> <ul style="list-style-type: none"> • undertaking the annual Asset Valuations with a value in the order of £1bn, generating capital receipts from disposals (anticipated to exceed £12m 2022/23), • and the management of the leased in/leased out non-operational property estate of circa 1500 assets. • Management of rating appeals for all non-domestic assets. 	<p>Experience of translating strategy into deliverable plans (Deliver results)</p> <p>Experience of collaborative working with partners in both public and private sector (Focus on customers)</p>	✓ ✓	

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Developing strategies and leading the implementation of corporate policies in relation to; <ul style="list-style-type: none"> • Efficient and effective use of Council assets by Services, • The delivery of Fife Council new build housing programme. • Community use of council assets • Ensuring effective implementation in accordance with legislation, relevant legal advice, policies, and statutory guidance. 	Political Acumen, strategy, policy, and practice development within a political context. Experience of collaborative working with partners in both public and private sector (Work together)	✓ ✓	
Managing the non-housing property assets in context of statutory, regulatory and governance requirements, reporting to strategic and other relevant committees as part of the Councils governance framework.	Knowledge and awareness of relevant regulation, legislation, and statutory requirements. Problem solving skills	✓ ✓	
Identifying, monitoring, and achieving relevant quality standards, representing the Council, Directorate or Service at both internal and external meetings, producing reports, and delivering presentations.	Report writing skills. Presentation skills	✓ ✓	
Developing and leading the implementation of corporate policy and procedures in relevant programme, functional and policy areas. For example, in relation to; the use and occupation of council assets – e.g., blended working, Subsidised Leases Policy, and Common Good, the Affordable Housing new build programme and savings from the corporate rationalisation programmes.	Analytical skills Experience of policy development, implementation, and evaluation Experience of driving change in designated area (Take ownership)	✓ ✓ ✓	
Managing change e.g., blended working roll out across the Council, liaising with Service Managers, employees and external partners as	Experience of strategic planning and positively facilitating organisational change	✓	

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<p>required, minimising disruption to service delivery in areas and minimise risk. Reporting on a regular basis to different strategic/management groups as required.</p>			
<p>Effective management of financial resources/budget management for all areas of service within responsibility including operational management of large programme budgets, monitoring expenditure and costs.</p> <p>Preparing monitoring and managing budgets, delivering agreed projects, income, savings, and efficiencies, ensuring compliance at all times with the Council's financial regulations. Including budgets relating to asset disposals/acquisitions, £30m housing component replacement activities, and £50m pa new build housing.</p> <p>Overseeing and conducting commercial negotiations with private sector developers in relation to the acquisition, disposal, or development of Council assets in accordance with corporate objectives and priorities.</p>	<p>Financial management skills</p> <p>IT skills</p> <p>Ability to interrogate property databases, collating and analysing relevant information to inform decision making. (Embrace technology and information)</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Acting as the Service lead with responsibility for implementing and managing procedures and systems for ensuring Corporate compliance with legislation such as Disposal of Land Regulations, and the Community Empowerment Act and the associated information and records management together with Service compliance with Freedom of Information requests. Liaison with Legal Services, Planning, Finance and Audit teams.</p>	<p>Knowledge and awareness of relevant regulation, legislation, and statutory requirements</p> <p>Problem solving skills.</p>	<p>✓</p> <p>✓</p>	

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Contributing to and representing the Council on relevant national, public, and private sector bodies to develop and share policy and best practice standards. e.g., Association of Chief Estates Surveyors, Scottish Government, RICS and other professional bodies.	Experience of actively working in the national arena and sharing best practice with other authorities and organisations	✓	
Providing professional leadership and managing performance through team development, coaching, managing attendance and performance as well as fostering knowledge and professional learning.	Experience of managing a team and motivating others including supporting staff development	✓	
Leading or contributing to relevant programmes and projects in the development of the service and partnership working. E.g., the development of the Council's CAT and Common Good policy and community engagement.	Experience of contributing to change outside of immediate area of responsibility	✓	
Contributing to the wider development of the Service and Directorate as a member of the Service Management team and extended Leadership Team across E&E Directorate.	Experience of working as part of a senior management team or extended management team	✓	
Working with Elected Members/MSPs, MPs to respond to queries, support policy development and improve the customer experience or reputation of the Council.	Political awareness and ability to demonstrate experience of working with Elected Members Communication skills.	✓ ✓	
Deputising for the Head of Service from time to time and participating as a representative of both Directorate and Service Management teams.	Experience of representing the Service at various levels including government and national organisations. Communication skills.	✓ ✓	

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Development, planning and implementation of corporate level programmes, proactively monitoring progress, managing risks, resolving issues through initiating corrective action to secure the planned outcomes.	Experience of managing significant programmes or projects. Problem solving skills.	✓ ✓	
Resolving complex or difficult problems to improve programme delivery, evaluating/reviewing to ensure best value solutions. E.g., depot and office rationalisation and similar successor programmes	Technical knowledge and project management experience of property projects.	✓	
Appointing individuals to project teams and ensuring allocation of common resources and skills within individual programme projects.			
Managing third party contributions to programmes including, for example, Scottish Futures Trust, Hub East Central Scotland, Fife Housing Association Alliance, developers, contracts as appropriate to specific Service Manager role.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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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.