

Job profile

Service and job specific context statement

Directorate:	Central Services
Service:	Property Service
Post title:	Corporate Workplace Manager
Grade:	N
Responsible to:	Asset and Workplace Manager
Staff managed:	Manages a team of specialist professionals
Date of issue:	
Job family:	P&T - Professional & Technical

Job context

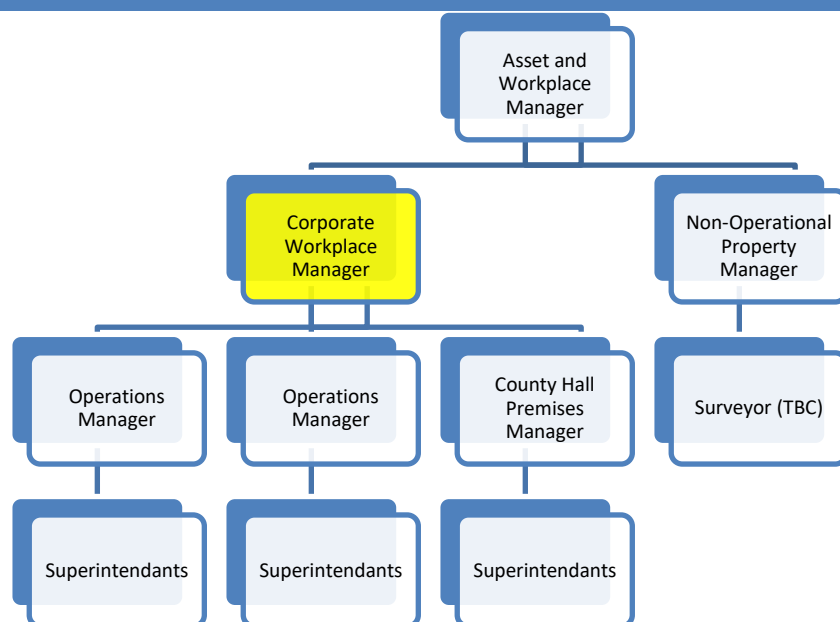
This role is a senior role within the County Council's Property Service, which forms part of the Strategic Resources Directorate within the Council's Central Services. The post will be responsible to the Asset and Workplace Manager for the management of all of the County Council's operational property, which forms part of an overall property portfolio of over 700 properties consisting of corporate offices, other service delivery accommodation, schools and farms.

The arrangements for the management of property have developed over a number of years, including through the centralisation of the management responsibilities for corporate offices and service delivery accommodation and the establishment of a 'Corporate Landlord' model in 2013. As a consequence the Property Service is responsible for the management of all corporate operational and non-operational property. It also retains some responsibilities for the management of schools.

The post will be responsible to the Asset and Workplace Manager for the management of a team of staff in ensuring the efficient management of the corporate operational portfolio in accordance with the County Council's strategic objectives for it. The post will support the Asset and Facilities Manager in managing a revenue budget of some £7 million and will be expected to develop creative solutions in respect of the management of the portfolio that will enable savings to be made.

Job profile

Structure



Job Description

Job purpose	To ensure that corporate workplace is managed effectively and efficiently to meet the requirements of the County Council's service delivery.
Operational management	<ul style="list-style-type: none"> Contribute to the determination, and manage the implementation of, the approach to the management of corporate workplace to ensure the safe and efficient use of property in the delivery of the County Council's services Manage and commission the services required to ensure the efficient operation of all corporate operational property, including the management of events at County Hall as required Manage the Corporate Workplace Team including through the establishment and promotion of team and individual objectives, priority setting, reviews and performance appraisal Where directed by the Asset and Facilities Manager to undertake space planning and plan / facilitate the movement of services or staff to promote the efficient use of corporate property Contribute to the management of the budget of £7 million associated with corporate property to ensure that best value is obtained in the management of the portfolio Manage the planning of annual programmes of investment within corporate property to ensure that individual properties remain safe and fit for purpose
Communications	<ul style="list-style-type: none"> Communicate with a range of internal and external stakeholders to determine the requirements associated with property and / or facilities services Contribute to relevant groups as required by the Asset and Facilities Manager
Partnership / corporate working	<ul style="list-style-type: none"> Liaise with services and property occupiers as required Represent the Service or team at intra and inter agency meetings

Job profile

Resource management	<ul style="list-style-type: none"> Responsibility to the Asset and Workplace Manager for a revenue budget of £7 million utilised in the management of the Workplace portfolio Carry out people management activities such as recruitment, development and absence management and the management of performance in accordance with corporate performance management arrangements Support the Asset and Facilities Manager in delivering transformational change through the delivery of innovative solutions to service delivery and development, and the modelling of positive behaviours Support the Asset and Facilities Manager in delivering high standards of performance against agreed indicators
Systems and information	<ul style="list-style-type: none"> Use, and promote the use of, systems and information in service management and delivery as appropriate Monitor information in respect of emerging and best practice within areas of responsibility
Strategic management	<ul style="list-style-type: none"> Contribute to the development of policy and practice within the team, and to implement change within agreed areas Contribute towards the annual service planning process, including the identification of team objectives and appropriate KPIs
Safeguarding	<ul style="list-style-type: none"> Promote awareness of, and manage, safeguarding issues as required within the context of individual properties

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> Detailed knowledge of the statutory requirements and best practice with respect to facilities management issues Detailed knowledge of budget processes, including preparation, management and monitoring; and commercial practices Detailed knowledge of property health and safety and risk issues, including risk assessment and management Knowledge of procurement and contract management issues within the context of facilities management Knowledge of information systems Well developed and practically applied knowledge of leadership skills that encourage commitment from others and promote a positive and motivated organisational culture 	
Experience <ul style="list-style-type: none"> Recent experience within the management of estates or facilities activity within a property portfolio Proven and effective experience of the management of resources in a changing organisational environment, including human and financial resources Experience of management of external providers in the delivery of facilities services 	<ul style="list-style-type: none"> Experience of facilities management within a large, dispersed portfolio Experience of the management of property risks
Occupational Skills <ul style="list-style-type: none"> Effective leadership skills 	

Job profile

<ul style="list-style-type: none"> • Management of diverse operational functions to deliver agreed objectives • Ability to identify and manage risks • Ability to manage budgets • Ability to negotiate and influence at a senior level with officers • Ability to contribute the planning of resources for the Service / Directorate and to understand where specific projects need to collaborate • Ability to develop and maintain effective contractual relationships and partnerships 	
Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role <ul style="list-style-type: none"> • Qualified to degree standard, preferably with a recognised (part or working towards) professional qualification (RICS, BIFM etc.), or have substantial experience in a comparable role 	
Other Requirements <ul style="list-style-type: none"> • Ability to travel across the County • Ability to attend meetings outside of normal business hours 	
Behaviours	Link

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.