



Job Title	Property and Facilities Manager
Department	Economic Development, Business and Partnerships
Reporting to	Principal Economic Development Officer
Grade	8

Job purpose

The post holder is the professional lead for property and facilities management at Ryedale District Council.

The purpose of the role is to ensure that:

- There is a safe and suitable working environment for the Council’s employees and activities across all sites
- The Council’s building and other assets are effectively set up, maintained and optimized
- The property and facilities service continuously adapts to support strategic, operational and financial objectives, and achieves/exceeds health, safety and compliance requirements.

Job context

The Property and Facilities service covers all council-owned property, land and facilities including: operational sites, leisure facilities, tenant management, leased property, industrial estates, footway lighting, closed churchyards, public toilets, car parks, open spaces, village greens, trees, social housing properties and one traveller site.

Operational Duties

The post holder will develop strategic plans for the Council’s property and facilities, and manage all aspects of the day-to-day work associated with the portfolio, including:

- Taking responsibility for maintaining the Council’s assets in a safe and compliant manner. This will include ensuring that assets meet all regulatory requirements (eg: health and safety, fire safety); undertaking risk assessments; implementing safe working procedures; maintaining asbestos inspection records and water log books.
- Managing the preparation and delivery of the annual planned preventative and reactive maintenance work programme, including ensuring that revenue and capital maintenance budgets are approved and implemented.

- Taking responsibility for the management and maintenance of buildings, plant, equipment and services. This will include creation and implementation of a property inspection programme for each site, and upkeep of electronic auditable records of inspections for compliance and insurance purposes.
- Providing expert advice on property management across a small yet complex public sector property portfolio, and acting as the principal source of advice, guidance and expertise in all property-related matters for which the post holder is responsible.
- Maintaining the Council's asset register, including undertaking a regular condition survey programme, acting upon maintenance requirements in accordance with current legislation, and keeping accurate and up-to-date electronic records.
- Ensuring the implementation of the Council's Health and Safety Policy relating to the management of facilities and delivering all aspects of facilities management including space management, security, cleaning, grounds maintenance, maintenance and refurbishment.
- Working with others across the Council to embed a health and safety culture in relation to use of property and assets.
- Implementing policies and procedures to procure, monitor and manage the relationships with partners, service providers and contractors in respect of responsive maintenance, specialist repairs and building cleaning services, in accordance with the prescribed requirements of the Council.
- Maintaining a strong working knowledge of current property and asset management policy and practice; proactively translating this into ambitious strategies and commercial opportunities for the Council to maximise income generation and benefit the communities of Ryedale.
- Working in liaison with RDC's procurement service to procure and manage efficient and cost-effective services relating to job remit and role. This will include specification preparation and evaluation and ensuring the completion of appropriate contract documentation.
- Managing the delivery of any property-specific contracted services and other third party delivery service level agreements, leaseholds and joint-use agreements pertaining to property services. This may include (for example) responsive repair and maintenance, property compliance, health and safety and building cleaning.
- Taking responsibility for efficient and effective facilities management. This will include caretaking all operational sites, and ensuring emergency out-of-hours cover is in place for all property-related matters in the event of fire, flood and gale damage or other emergencies.
- Commissioning activity and/or services and negotiating collaboration agreements where these meet the needs of the Council and represent value for money.
- Acting on behalf of the Council on a range of complex matters relating to the portfolio, in line with Council strategies, policies and procedures.

Creativity and Innovation

The post holder will demonstrate creativity and innovation by developing new approaches to existing services where necessary, and applying fresh and imaginative thinking in response to issues and the resolution of problems. This will include:

- Applying a process of continuous improvement to asset and property-specific strategies, plans and policies, in order to achieve the best possible outcomes for the Council.
- Identifying opportunities to generate income from assets and maximise existing income generation.
- Driving the continuous improvement of services within the post holder's work area with the ability to quickly evolve and adapt to new ways of working in response to changing priorities and needs.

Contacts and relationships

The post holder will form and build strong and collaborative internal and external relationships with a number of people and organisations including senior leaders, service managers, site managers, elected members, tenants, contractors, third party service providers and other local authorities.

The post holder will have the direct supervision and management of the Council's caretaker to ensure a high standard of performance, in line with the Council's employee policies, procedures, values and behaviours.

Project and programme management

Providing a programme and project management resource for the Council's property and asset related projects by:

- Identifying, developing and project managing a range of high-profile, high-value projects which are consistent with the asset management priorities of the Council. This may include projects to deliver new commercial opportunities, developing land and properties and/or maximise income.
- Commissioning reports, advice and plans relating to projects, and undertaking research, feasibility work and preparing business plans as necessary.
- Undertaking the procurement and management of resources necessary for the delivery of projects including consultants and contractors.

Information management and reporting

Responsible for:

- Providing accurate and timely information through the analysis of service and other data, and preparation of questionnaires and reports to facilitate evidence-based decision making.
- Ensuring maintenance of appropriate electronic auditable and comprehensive property records and data.
- Managing, monitoring and providing regular reports on project budgets, progress and performance indicators to Officers, Members and others.

General

The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility level of this post, as directed by the Head of Service.

The Council is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. Whilst the job description provides a summary of the post it may need to be amended to meet changing circumstances.

All employees of Ryedale District Council are expected to operate in line with the People and Culture Plan and the core behaviours: we challenge, we are supportive, we communicate, we are strong, we are passionate.

The Council takes seriously its responsibility to safeguard and promote the welfare of vulnerable people. There is an expectation that all staff will positively demonstrate their awareness and support to this commitment.

Requirements of the Post

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Educated to degree level or equivalent in a relevant subject or significant experience in the field of asset and property management • Appropriate professional qualification relevant in property or asset management • Membership of a relevant professional body (RICS, IOB, IWFM or equivalent). • Evidence of continuing professional development. 	<ul style="list-style-type: none"> • Project management qualification
Knowledge	<ul style="list-style-type: none"> • Knowledge of asset and property defects and remedies • Knowledge of statutory compliance in property • Full understanding of health and safety legislation and risk assessments, method statements and safe working practices • A high standard of knowledge relating to maintenance strategies and programmes and the formulation of condition survey activities • Strong governance, financial and performance management knowledge • Being able to utilise statistical reporting tools for analysis of data and web based research methods for maintaining awareness of best practice and future developments. • In depth awareness, knowledge and adherence to Information Governance/Data Protection principles. • Awareness and knowledge and commitment to Equality and Diversity and of safeguarding responsibilities. 	<ul style="list-style-type: none"> • Knowledge and understanding of local government and of the areas of responsibility.
Experience	<ul style="list-style-type: none"> • Significant experience in the development, planning and implementation of property maintenance programmes 	<ul style="list-style-type: none"> • Experience in a commercial environment

	<ul style="list-style-type: none"> • Ability to demonstrate proven experience in property and asset management, delivery of capital projects, managing clients and negotiating agreements • People management and development experience with the ability to lead a team and focus on delivering change and improvement – <i>line management of caretaker within the role</i> • Financial management skills including budgeting, financial planning, monitoring and control • Experience of successful collaborative working with external organisations across the public and private sector • Experience of contract management including the identification, collation, interpretation and review of performance information • Experience of development, implementation and monitoring of management systems 	
Occupational Skills	<ul style="list-style-type: none"> • Ability to plan, allocate and evaluate workloads, determining work methods to achieve objectives • A high degree of personal and professional probity, integrity and credibility that sustains confidence and trust to foster a positive reputation for the Council • Ability to seek, evaluate and organise information to demonstrate evidence based decision making. • Ability to motivate and inspire teams to achieve results • Ability to exchange information to solve problems and make decisions through leading and contributing to meetings and group discussions to solve problems and make decisions. • Ability to create, maintain and enhance constructive working relationships. 	
Other	<ul style="list-style-type: none"> • Highest professional integrity. • Personally and professionally resilient 	<ul style="list-style-type: none"> • Attendance occasionally at evening meetings

	<ul style="list-style-type: none">• Full driving licence• Physical requirement to undertake inspections in areas with difficult access e.g. roofs, voids, basements• Out of hours working	
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