

Assistant Director of Property

JE Code: JE2390



Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council

Service:	Environment and Property
Reports to:	Director of Environment and Property
Job Family:	Strategic Lead
Grade:	O
Political restricted:	N
Date:	October 2023

Lead our work in the planning, governance, and delivery of our corporate landlord approach to our operational and non-operational properties, as well as new build assets for placemaking. The scope of delivery of ongoing asset rationalisation, asset delivery (e.g., Adults and Children’s service locations), professional services, placemaking and development projects on Council land, house building (procurement and delivery), leisure and community assets. This role reports to the Director, ensuring appropriate day to day supervision and management, prioritising and allocating workloads and financial management, working closely with service providers to ensure all services are well-managed.

Key Deliverables

1.	Lead the planning, development, and delivery of a significant capital development programme, which delivers world class learning, Adult and Child social care and other placemaking projects and environments, with defined social value impacts.
2.	Provide lead expert advice and guidance across the Council on issues relating to new build, maintenance, improvement, and rationalisation.
3.	Identify opportunities to improve outcomes and the council’s property stock, including opportunities for grant funding.
4.	Develop and lead a professional property team, providing appropriate challenge and support for teams to take responsibility and ownership of their respective service areas and projects related to assets.
5.	Lead of health, safety, and compliance for all general fund properties.
6.	Continually review the effectiveness of working methods and develop and deliver, in conjunction with relevant staff, effective working environments.
7.	Develop and continually refresh the Corporate Property Strategy to deliver our future service needs, ensuring there is oversight of all integrated programmes, and projects, with management protocols in play to manage and monitor the performance of service partners where they relate to the use of our own land and assets.
8.	Compile, update and maintain an effective Asset Management Plan and system, including compliance.

Assistant Director roles are expected to make a wider contribution to the Council – demonstrated by their corporate impact and external influence. The post holder will lead and shape a range of complex projects, which have significant and reaching implications for the authority and stakeholder. Assistant Directors should be capable of taking on additional service responsibilities within their directorate, and be able to deputise for their Director when required. Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs.

Essential Requirements (key skills & qualifications)

1.	Knowledge and / or experience of successfully delivering 5 or more of the following; Property Management, Asset Management, Health and Safety of land and assets, Corporate Landlord Function, Property Development, Placemaking, Construction of Major Projects, business case development and implementation of asset strategies for Council-wide services.
2.	Ability to develop cases for complex strategic issues and operations, and to present them to a range of audiences including elected members, councillors, partners and residents.
3.	Degree level education or relevant experience at a senior leadership level, with an appropriate programme management qualification.
4.	Ability to manage and undertake risk assessments of strategies and key services and to identify and communicate mitigation measures to colleagues, partners and stakeholders.
5.	Budget management; monitoring and control skills for the scope of services.

Colleagues expectations

- Be professional at all times
- Work together for the good of the team, council and local people
- Promote a supportive culture
- Challenge assumptions
- Take ownership
- Be willing to change and do things differently
- Always work in a safe manner

Managers expectations

- Be a role model by displaying positive behaviours at all times
- Make well-considered decisions
- Support, coach and communicate with my team
- Be accountable for my team's performance

The essential characteristic of Strategic Leadership jobs is that they bear responsibility for the planning and development of the Council's approach to its statutory and elective aims, maximising efficiency, value for money and the quality of service delivery across entire operating functions.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

Role characteristics

At this level roles are Group Heads and are very substantial management posts that cover a group of services which may be provided across more than one employer. They are responsible for a number of service streams and their attendant policy, risk management and leadership initiatives.

The knowledge and skills required

Job holders require advanced theoretical knowledge to make appropriate judgements and decisions at this level. In addition, job holders will maintain ongoing professional development and have a thorough understanding of external legislative and societal change, as well as a deep understanding of the Council's operational structures which both support and depend upon the job holder's actions and advice. Roles will be professional experts, providing expert leadership across a number of Services.

Thinking, planning and communication

Job holders will use their professional expertise to deal with highly complex, pressing issues including change initiatives and risk management across an entire Directorate. They will also look well ahead and take a long-term, strategic view of their project and service delivery objectives over several years into the future, shaping several service's composition, approach and operating procedures in accordance with wider goals mandated by corporate management.

The information exchanged at this level will be routinely complex, contentious in nature and/or highly significant to the Council's reputation. Job holders will have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in face to face verbal exchanges where job holders will advocate the Council's position in response to opposing opinion in a formal or informal setting.

Decision making and innovation

The limitations to job holders' decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will report to a Group Head and will devise and implement strategic plans and policy in relation to several service areas.

Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

Roles will focus on the needs of external service users or partners and will be responsible for critical day to day decisions with legal, reputational dimensions and the development of directorate level policy and functional procedures.

In addition, such roles are likely to have very high levels of responsibility for such elements as finance (very substantial budget management), information assets (council-wide systems) or premises (of extremely high value and critical operational importance).

Job holders will have full line management responsibility over several service areas, each with their own full management structure and featuring highly diverse specialties and employee profiles.

Impacts and demands

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention. Job holders will manage very high levels of work-related pressure from deadlines, interruptions or conflicting demands.

At this level, tasks and duties will generally be carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

Job holders will not be required to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders at this level will find themselves very occasionally exposed to some disagreeable, unpleasant or hazardous working conditions.