 <b>WOKINGHAM</b> BOROUGH COUNCIL	<b>Job Description</b>			Job Reference
				710472
Job Title	Head of Property Management			
Service	Commercial Property Resources & Assets Directorate	Team	Property Management	
Location	Civic Offices, Wokingham / SMART working			
Reports to	Assistant Director – Commercial Property			
Responsible for	<div>Direct line management responsibility for 3 FTE</div> <div><ul style="list-style-type: none"><li>• Corporate Facilities Manager</li><li>• Property Services Manager</li><li>• Energy Manager</li></ul></div> <div>Within Property Management team = 16 head count</div>			
Grade	Type of position:			Date
SM2	Permanent  Full time			April 2025
This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.				

### **Service Purpose**

The purpose of the Commercial Property service is to professionally manage the Council's property assets, ensuring we have a fit-for-purpose portfolio which meets the Council's strategic objectives and service & customer needs and delivers Value for Money.

The key objectives of the Service are:

1. To be the central corporate resource responsible for the management of all Council property assets, utilising the Corporate Landlord Model
2. To manage and develop a multi-functional portfolio of assets which meets our statutory landlord obligations and statutory service needs and strategic outcomes, including working towards carbon neutrality
3. Ensuring the property portfolio achieves Value for Money, by generating a positive financial return and/or by reducing the financial burden of maintaining the property portfolio
4. Ensure the service has the key skills and resources, including data intelligence, to meet identified needs

### **Purpose of the role**

The Head of Property Management is responsible for ensuring that the Council's corporate sites (circa 142 corporate sites) are maintained and operated to meet legal and statutory requirements, in particular the Health and Safety at Work Act 1974. This role includes the management and coordination of minor capital design, management and construction contracts; minor works contracts; planned, reactive and service contracts. The role also has responsibility for the safe and efficient management of the Council's offices, including the Council's headquarters building.

The role also contributes to the senior leadership of the service and the organisation to deliver the Council's outcomes for its residents, customers and clients.

### **Main Accountabilities**

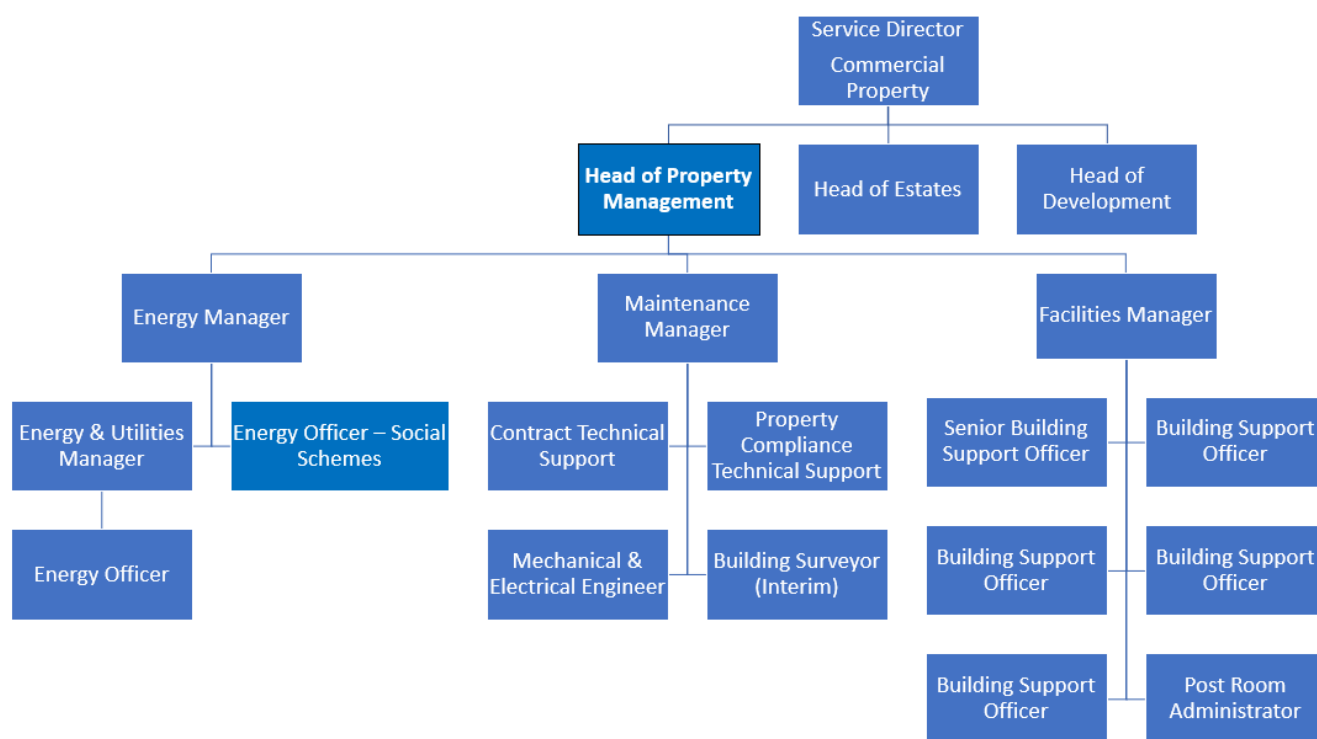
1	To act as the Council's key advisor for the statutory and compliance management of the Council's property portfolio, both internally with the senior management team, and Executive and political members, and external customers, partners, other agencies and stakeholders, promoting the Council and its reputation
2	To play an active role in the senior management team of the Service, representing the Service in wider corporate discussions and initiatives. And maintaining and developing relationships with CLT and politicians, to further the work of the Service and contribute to corporate life.
3	To manage, support and direct the work of the Corporate Facilities and Property Services and Energy Teams, in ensuring the delivery of a professional property management service to all aspects of the Council's current and future property interests in line with corporate objectives

4	To be responsible for the provision of a health and safety compliant service across corporate council properties, especially in meeting the requirements of the Health and Safety at Work Act 1974 and any other related legislation.
5	Responsibility for the management and coordination of capital design, management and delivery of minor construction works contracts; planned, reactive and service contracts. And all works related to property health & safety compliance i.e. Electrical, Mechanical, Asbestos, Fire, Gas, Oil and Water (Legionella).
6	To oversee, in conjunction with the Head of Estates, the development and delivery of sustainability and carbon reduction initiatives and projects across the Council's property portfolio, in line with the Council's Climate Emergency Action Plan, statutory legislation and agreed capital budgets
7	To oversee the appointment and management of external consultants and contractors which contribute to the planning, appraisal and delivery of property management projects
8	To ensure all property management proposals represent value for money and the optimum use of Council resources through on-going financial appraisal, assessment and production of robust business cases.
9	To contribute to the longer-term investment plans for corporate buildings, including in the context of rationalization and consolidation of the Council's property portfolio
10	To ensure the development, management and effective maintenance of comprehensive property records systems using Technology Forge and Esri (Map info and PlanWeb's replacement) and Epims.
11	To play an integral and proactive role in establishing the Corporate Landlord Model for property management across all Corporate properties, in tandem with the Head of Estates
12	To ensure the delivery of safe and efficient management of the Council's properties, meeting the statutory legislative requirements and providing a safe and secure working environment and safe and secure environment for visitors.
13	To effectively set, monitor and manage the property management budgets, including scheme feasibility, construction and consultancy fees
14	To oversee the effective management of the Council's Energy Portfolio (Electricity Gas, Water and Oil), in relation to Council-owned properties, in line with all relevant energy and environmental regulations and corporate objectives
15	To oversee the identification, feasibility testing and viability appraisals and delivery of proposals for renewable energy infrastructure and carbon offsetting projects, including large-scale renewable energy infrastructure projects (including solar farms), refurbishment and

	upgrade projects, to deliver the best financial return and environmental benefit.
16	To lead and develop the Property Management specialism across the organisation including mentoring staff in order to improve delivery of the specialism and support career development
17	To undertake performance appraisal and staff development for the Property Management team (direct reports)
18	To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
<b>Supervision Received</b>	<p>This post reports to the Service Director – Commercial Property.</p> <p>Supervision is via regular 1:1 sessions and management meetings. Supervision for general guidance.</p>
<b>Supervision Given</b>	<p>Direct line management responsibility for 3 FTE (3 head count).</p> <ul style="list-style-type: none"> <li>- Property Services Manager</li> <li>- Corporate Facilities Manager</li> <li>- Energy Manager</li> </ul> <p>Supervision is via regular 1:1 sessions and management meetings.</p> <p>14 (head-count) within service area</p>
<b>Contacts &amp; Working Relationships</b>	<p>Post holder has a key role in establishing and managing of the Corporate Landlord Model, including internal negotiations and workings with services.</p> <p>The post holder has a key role in facilitating and maintaining constructive relationships with consultants and contractors.</p>
<b>Management of resources or budget</b>	<p>Responsibility for a total of 142 corporate sites, including main headquarters, care settings, leisure centre buildings and commercial buildings.</p> <p>Several teams of consultants and contractors managed at any one time</p> <p>Management of capital budgets for multiple property maintenance and energy efficiency projects (up to circa £500,000 per project) at any one time, can be into millions of pounds.</p> <p>Management of capital budgets for large-scale renewable green infrastructure projects, such as solar farms, up to £25M per project.</p>

	<p>Term contracts managed can be in excess of value of £500,000</p> <p>Revenue budgets of circa £5million per annum for property portfolio operation (including utilities).</p>
<b>Special Factors</b>	<p>Politically Restricted</p> <p>Must have ability to undertake site visits in a range of locations across the Borough.</p> <p>Out-of-hours requirements; willingness to travel; requirement to undertake such duties as are reasonably expected by the Line Manager</p> <p>No DBS check required</p>

### Organisation Chart



<b><u>Person Specification</u></b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
	Degree-level, equivalent relevant professional qualifications or expertise	Management qualification/ Project Management qualification or working towards
	Evidence of continuous personal and professional development	Membership of relevant professional body
<b>Technical Skills.</b>	<b>Essential</b>	<b>Desirable</b>
	Strong project management background, either in the private or public sector	Able to operate effectively in large, complex and political organisations
	Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel	
	<p>Well-developed written and verbal communication skills</p> <p>Able to develop, lead and deliver effective strategies/projects</p> <p>Presentation skills, able to engage an audience.</p> <p>Effective strategy and report writing skills, able to make recommendations for decision making</p>	
	Ability to actively listen in order to extract and assess	

	<p>the important information, ask pertinent questions in order to seek clarification.</p> <p>Able to interrogate &amp; analyse data and information.</p> <p>Well-developed negotiating and influencing skills and robustly promote/defend a policy recommendation and the Council's position</p>	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
	Extensive working knowledge of the political landscape, legislative frameworks and regional and national drivers surrounding the area of development specialism	Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential
	Knowledge of project and programme management tools and techniques	Demonstration of applying project management principles in complex real-life scenarios
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
	Significant and demonstrable management experience in a property-related discipline gained with a public or large private organisation, with some experience at a senior level.	
	Experience of supporting and leading major projects requiring complex analysis and significant	

	implementation planning.	
	Experience of successfully managing professional staff.	
	Experience of identifying, developing and delivering opportunities for improving the service	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
<b>Completed by:</b>	Sarah Morgan Assistant Director – Commercial Property	<b>Date: April 2025</b>