

# Strategic Lead- Property

## Job Description

<b>Post</b>	Strategic Lead - Property
<b>Department</b>	Property and Regeneration
<b>Salary Grade</b>	M6
<b>Salary Range</b>	£57,226 to £61,667 plus Special Responsibilities Allowance (currently £5,657)
<b>Hours</b>	37
<b>Location</b>	Pippbrook, Dorking
<b>Reports to</b>	Executive Head of Service (Prosperity)
<b>Responsible for</b>	Property and Regeneration Team

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## Post Objective

Provide strong, effective leadership and management of the Property and Regeneration Team comprising building services, facilities management and general practice surveyors and support staff.

To lead and ensure delivery of MVDC's Transform Leatherhead regeneration programme and support Economic Development in the development of MVDC's 'Opportunity Dorking' regeneration proposals, including the delivery of the regeneration of MVDC owned sites.

To lead and ensure delivery of the Corporate Landlord initiative, providing an efficient and effective customer-focused service to internal clients.

To manage MVDC's property portfolio in accordance with the Asset Management Plan and/or the Asset Investment Strategy (as appropriate)

To ensure appropriate and timely engagement with internal and external stakeholders in order to maintain strong relationships and support for MVDC initiatives

As a member of MVDC's Business Management Team, to work collaboratively with colleagues and senior managers on a wide range of cross-cutting initiatives.

## Main Duties

To provide a comprehensive Property and Regeneration service to Mole Valley that meets the demands and expectations of the authority and includes the following principal functions:

- Ensure the effective asset management of MVDC-owned properties. This will include delivery of a diverse range of property projects that achieve regeneration, re-investment and/or income generation objectives in line with the Asset Management plan, the Asset Investment Strategy and/or the regeneration programmes, including Transform Leatherhead and Opportunity Dorking.
- Ensure the provision of an efficient and customer-focused Facilities Management and Property Maintenance service across the different MVDC service areas (Corporate Landlord), ranging from facilities management for staff and elected members, to

maintaining our emergency housing stock, our theatre/cinema venue Dorking Halls, our day centre Fairfield Centre and car parks, as well as servicing any organisations co-locating with MVDC.

- Lead the development and implementation of the Transform Leatherhead 'programme' in order to deliver the ambitions of the TL Masterplan.
- Ensure the delivery of the MVDC-owned assets included within the scope of Opportunity Dorking, and otherwise contribute to the implementation of the Opportunity Dorking programme.
- Ensure the team undertake financial viability appraisals and other valuations needed to appraise development opportunities, disposal and investment opportunities (including, where appropriate, instructing and consulting with appointed consultants).
- Ensure the delivery of the annual capital works programme on time, to the requisite quality and on budget.
- Ensure that appropriate records and systems are in place to ensure the timely and accurate updating and administration of MVDC's Property Records including upkeep of the property Terrier, the property database, stock condition surveys and statutory compliance responsibilities.
- Be responsible for the significant budget associated with this service ensuring timely and accurate monitoring and reporting as appropriate including provision of financial, risk and performance management information for SLT and Cabinet Members
- Lead and manage the team in accordance with MVDC policies and ensure that each member is clear on the team's objectives and work streams and how they link to the team's Service Plan, the Annual Plan, and the Council Strategy, policies and values
- Ensure the application of effective programme and project management.
- Lead the development, implementation and maintenance of appropriate processes of engagement with all project stakeholders, including Councillors, other local authorities (particularly Surrey County Council), other public infrastructure bodies, (particularly the Coast to Capital Local Enterprise Partnership and the Environment Agency), other landowners, residents, businesses and community groups, in order to maintain strong public support for MVDC initiatives.
- To identify, target and engage all possible opportunities for external funding for property initiatives, particularly but not exclusively in relation to the Coast to Capital LEP.
- Ensure the procurement of appropriate professional advice, and the subsequent contract management of a broad range, and significant number, of external contracts for professional services, works contracts and development and/or funding partners in relation to all property projects.
- Advise as necessary on all reports involving property matters to Council and Cabinet.

- Contribute to the development of policies and working practices that seek to improve the effective and efficient running of the Team.
- To be aware of MVDC's policy on Risk Management and to escalate any new, emerging or potential risks to the post holder's line manager.
- To ensure that all necessary data is provided in an accurate, reliable and timely manner, and is fit for purpose in accordance with MVDC's Data Quality Policy.
- Health and Safety – to work in accordance with MVDC's commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures.
- Carry out such duties as may be required by your manager as appropriate to the post

## Person Specification

### Experience and Knowledge

#### Essential

- Significant post qualification experience in a similar role
- Able to demonstrate the ability to manage and successfully lead a team
- Able to demonstrate a broad experience and knowledge of property law, construction contracts, building & facilities management, building surveying, development viability, acquisition criteria and general asset management
- Experience of resource management: finance, people, information and time
- Experience of major commercial projects, and working knowledge of project management processes
- Experience of negotiating with senior representatives of external partners and delivery of desired outcomes

#### Desirable

- Experience of procurement and contract management of professional services and external consultants
- Experience of working in a multi-professional team
- Experience of working with Members

### Education and Qualifications

- A full Member or Fellow of the RICS (MRICS or FRICS)
- Evidence of continuous professional development
- Continued management development, and continued practical and behavioural skills development at an advanced level including leadership and influencing.

### Skills

- Able to demonstrate an innovative approach to commercial property issues as well as a good working understanding of the commercial and residential property markets
- Able to demonstrate a good grounding in the field of property valuation
- Excellent numeracy skills e.g. to manage and set budgets, forecasting and the ability to produce, interpret and present data and statistics to a range of audiences

- Excellent verbal, written and comprehension skills e.g. ability to write complex, but cogent reports in plain English, give advice at all levels on complex matters
- Ability to interpret and communicate complex technical matters, policies and procedures to elected Members, staff, colleagues and customers
- Able to demonstrate the highest level of political awareness
- Demonstrable ability to present reports and data to a variety of audiences in an effective manner both in writing and verbally.
- Able to demonstrate excellent inter-personal and communication skills in working both with colleagues across the organisation and with external partners to achieve MVDC goals, which are to include highly developed skills of tact and diplomacy, persuading, negotiating and influencing.
- Proven people management skills
- Highly competent in the use of Microsoft Office and able to produce documents in hard and electronic versions including experience of working on/with website content and using the internet
- Ability to form effective and positive relationships with a wide variety of different stakeholders – internal and external - with widely varying objectives and opinions at all levels of an organisation, including the ability to interact at a senior level
- Astute understanding of risk management principles, how to judge and balance risk taking and innovation, the requirements of good governance and when/how to refer to senior stakeholders
- Ability to work to deadlines coupled with a flexible approach to changing and potentially conflicting work demands and priorities with the ability to prioritise own and the team's workload when experiencing conflicting demands
- Innovative in responding to changes in law, policy and commercial property best practice
- Proactive and proven ability to progress developments and improvements in working practices
- Able to demonstrate positive engagement with corporate initiatives and opportunities
- Ability to demonstrate commitment to equality and diversity in both delivery of services and in relationships with colleagues
- Committed to high quality, customer focused service delivery
- Unquestionable probity

## Job Requirements

- Full driving licence or ability to travel as required including travelling regularly within Surrey, London and the South East, and occasionally beyond
- Willingness to work flexibly outside normal office hours, and occasionally at weekends for public engagement/consultation activities
- Availability to attend evening meetings at Pippbrook or occasionally elsewhere – anticipated to be on average two evening meetings a month scheduled at least a month in advance

Employee Signature

Date

Manager's Signature

Date