

Assistant Director, Property

Grade:	Local Managerial Grade 7: £78,625 - £85,925 + Pay award pending
Department:	Business Services
Location:	Lewes
Responsible to:	Chief Operating Officer

The key dates for this role are:

- The closing date for applications is Friday 17 July.
- Interviews are scheduled for late July/early August – precise dates to be confirmed. This will be a two part interview process. All interviewees will attend a virtual assessment day including officer panels on day one, with successful candidates going through to interviews with Councillors on day two.

To apply:

Please visit www.fairfield.co.uk/jobs/0110 for response instructions and to download an equal opportunities monitoring form.

Advert

East Sussex County Council is proud of the services it delivers, no more so than in recent times when the efforts of our colleagues have been extraordinary. In a county well known for its outstanding natural beauty and quality of life, we work successfully with a wide range of stakeholders to deliver the core services that so many of our residents rely on. Our ethos of continuous improvement over the years has seen many of our services judged as good or outstanding.

The property estate and the capital programme provide critical infrastructure that supports all our colleagues to deliver our strategic priorities. Until recently, Property Services has been delivered through a shared service model. The decision to bring it back 'in house' has now created a great opportunity for a property leader to review the interim arrangements that are currently in place and establish a new customer-centric vision, strategy, organisational model and service structure.

A property and facilities management professional, your experience will demonstrate both strategic thinking and tactical implementation, especially at a time when we are fundamentally questioning how we use and occupy our places of work. It's likely that you will have worked in a publicly funded environment, or alongside as a close partner. Your track record of leading change will equip you to position Property Services as a true, collaborative partner delivering a high quality customer experience.

For a confidential discussion about this role, please call either Sarah Longbottom or Martin Tucker on 0121 312 3755.

Supporting information

About the Council

East Sussex County Council has a strong reputation as a well-managed council, with positive feedback from external inspections and reviews. The Council employs approximately 4,400 people in its corporate departments, and approximately 5,900 people in its maintained schools.

The Council provides services used by all residents in East Sussex, including providing care and support to children, families and the elderly; maintaining the roads and providing library services; and working to boost the local economy. We have a long term track record for delivery, producing excellent results for the public. The Council has four overarching priority outcomes: driving sustainable economic growth; keeping vulnerable people safe; helping people help themselves; and making best use of resources.

Despite the severe funding restrictions affecting all local authorities, we have maintained our position as a well-run and high-performing council. In recent weeks we have responded to the unprecedented challenges of the Coronavirus, continuing to provide vital services to our local communities, and we will have a critical role to play, working with our local partners, in the recovery from the pandemic. We have been democratic, open and honest in determining the best quality services we can provide, within available resources, as set out in our Core Offer. In this context, the Assistant Director for Property will play a vital role in ensuring we continue to serve residents effectively.

Further information about our key plans and strategies and the County of East Sussex can be found on our website via the links below:

www.eastsussex.gov.uk/yourcouncil/

www.eastsussex.gov.uk/community/

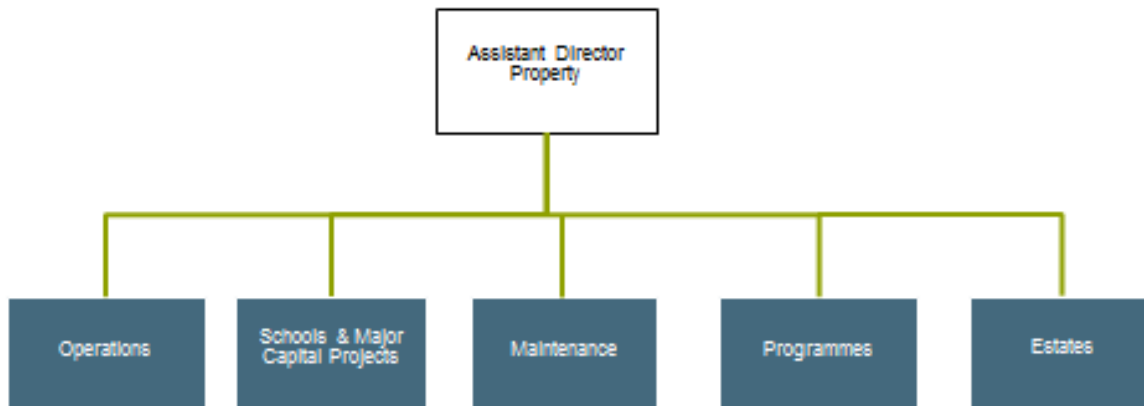
Organisational context

East Sussex Property Services has until recently been delivered through a shared service arrangement, Orbis, between Surrey County Council, East Sussex County Council and Brighton and Hove City Council. Following an independent review the recommendation was to revert back to arrangements where each Council had their own property service as this provided the best way of ensuring that each Councils specific priorities could be managed and responded to.

This role provides a great opportunity for a property leader to review the interim arrangements that are currently in place and establish a new vision, strategy, organisational model and service structure for the property service to support the Councils strategic priorities. In support of creating a new platform for an East Sussex property service we are procuring a new property asset management system which will go live during 2020 and this will provide a strong systems infrastructure from which to deliver customer focussed services and investments into assets based on insights.

Charts showing the general structure of the service, as well as key functions, are included below.

ESCC Property Services



Set Strategy	Implement Strategy	Manage Estate	Maintain Estate	Business Support
Property Strategy	Options appraisal	Property Asset Register	Site management	Finance
SAMP	Modelling	GIS/mapping	PPM	Performance reporting
Corp Office Strategy	Acquisitions & Disposals	Lease management	Term & Reactive maint (cap & rev)	Schools reporting
Service strategies	Capital Projects	Income management	Help desk	Capital monitoring
HR Strategy	Regen schemes	Valuation	Suppliers and contractors	VAT
ICT Strategy		Rating	Instructions and invoices	Data entry
Finance Strategy		Space management	Statutory Compliance	PAMS
Baseline data		Insurance management	Health and Safety	Project planning support
			Energy Management	Procurement
			FM (soft)	
			Services to Schools	

Additional benefits

The Council offers a comprehensive range of staff benefits including:

- Between 25-30 days annual leave per year for employees at LMG grades 4-8, depending on length of service
- Access to an online staff benefits portal, containing various offers and discounts from major retailers and service providers
- Vehicle, bicycle, rental deposit and season ticket loan scheme
- A variety of initiatives to support staff wellbeing – for example guided mindful meditation sessions
- Enhanced maternity pay
- Access to health cash plans at a corporate rate
- Access to the Dell and Microsoft Home Use programmes, as well as the O2 open scheme
- Access to credit unions and Give as You Earn schemes via payroll deduction
- A range of support for remote and flexible working
- An additional leave purchase scheme
- Access to a car leasing scheme
- Access to the Local Government Pension scheme, which offers an excellent range of benefits, including a career average pension when you retire. You can find out more on the [East Sussex Pension Fund website](#).

The County of East Sussex

East Sussex is a great place to live and work. Not only is the countryside beautiful and largely unspoilt, but our coastlines, towns and villages are vibrant and inviting. We have strong, local communities and we are working closely with them to improve their quality of life.

Located on the south coast of England we have a mild and, on average, sunnier climate than much of the rest of the UK, beautiful coastline and a number of coastal towns and villages including Eastbourne, Bexhill, Hastings, Seaford, Newhaven and Peacehaven.

Prior to the creation of Britain's newest national park – the South Downs National Park which became operational in 2011 – two-thirds of East Sussex was designated an Area of Outstanding Natural Beauty (AONB), including the Sussex Downs, Ashdown Forest and the High Weald AONB. Inland there are many picturesque villages and towns such as Lewes, Rye and Battle. There are numerous and significant historic sites of interest to visit across the County, including the site of the 1066 Battle of Hastings.

Our economy comprises a large number of small businesses and is mainly service based consisting of public services, education, financial services and tourism. We have a higher than average proportion of residents aged over 65 and 85 and this is set to increase based on current population projections.

East Sussex and the surrounding counties (West Sussex and Kent) offer a variety of urban and rural settings in both coastal and inland locations in which to live. There are many sports, leisure and cultural activities. There are also good schools and public facilities for you and your family to use.

We have a direct link to France with the Newhaven-Dieppe ferry and are approximately an hour's train journey from London. Gatwick is our nearest international airport.

There is a variety of housing available in East Sussex, both to rent and buy. Despite the South East being above the national average for house prices, there are many thriving coastal towns that offer good value housing including Eastbourne, Newhaven, Seaford, Bexhill and Hastings as well as inland towns such as Uckfield, Crowborough and Hailsham. Brighton, Haywards Heath and Lewes are also popular places to live in Sussex and have good transport links to London and the South East.





EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT: Business Services

LOCATION: Lewes

JOB TITLE: Assistant Director - Property

GRADE: LMG7

RESPONSIBLE TO: Chief Operating Officer

MAIN PURPOSE OF THE ROLE:

To deliver a high-quality customer focussed property service and work in partnership with stakeholders and partners to drive cultural, system and process improvements.

To be responsible for the leadership, operation, financial management and performance of the Corporate estate function, including asset and estates, capital programme delivery, and facilities operations to achieve the Councils objectives priorities and ambitions.

To act as the lead property officer for the Council and to support the Corporate executive team and Cabinet to achieve the aims and outcomes of the Council including the development and implementation of property strategies.

Key Tasks

1. Direct and lead a portfolio of property services ensuring the development of strategies, policies target and objectives that deliver the Councils strategic operational and financial requirements. (Gross budget £25m)
2. To deliver an effective and responsive client property service for departments, which is, legally compliant, efficient and integrated across the Authority.
3. To be the primary point of contact for Corporate executive team on all property matters
4. To challenge the status quo and lead, develop and implement coherent forward planning strategies and programmes for the Council's capital assets and resources, balancing service needs with the need to realise receipts, innovate and transform service delivery.
5. To be responsible for the preparation and delivery of the Strategic Asset Management Plan ensuring that strategic discussions take place within and between each department and amongst members supporting and providing innovative ideas and partnership working.

6. To be responsible for the development and delivery of property strategies for the operational and investment estates. This will include acquisition and disposal of corporate buildings and investment properties and land.
7. To oversee the delivery of all property capital projects (c£30 million) and provide advice for the Council and its stakeholders (including schools), acting as a critical friend to ensure coherent forward planning.
8. To develop, implement and deliver policies and strategies for the acquisition, management and disposal of land and property to support service delivery, value for money and the delivery of Council priorities.
9. To find deliverable and innovative solutions that focus the capital and property programmes into realistic and achievable outcomes.
10. To have overall responsibility for statutory compliance for buildings across the council's estate.
11. To ensure that the Council has information and systems in place that support the management of land and property as a key resource and capture, record, update and manage all information underpinning property-related activities.
12. To develop strategies for local land and property partnerships to support a range of initiatives to implement and complement service delivery.
13. Develop and lead partnerships with other agencies and public service providers on cross-cutting Property issues and initiatives (in particular One Public Estate), to develop common goals and standards and achieve ambitious, improved outcomes
14. To manage a multi-disciplinary professional workload to be delivered by appropriately skilled and qualified staff or providers, encouraging continuing professional development and to manage the performance of the Corporate Property Service, drawing on smart metrics and good people skills.
15. To guide and assist the Corporate executive team to transition to a corporate landlord model and to advise on appropriate property service organisation and structure to deliver the model
16. To engage with and build positive relationships with customers to ensure that their requirements are at the centre of the design and delivery of property and related services.
17. To develop the Council's commissioning and partnership agendas, driving changes in cultures and processes, and working collaboratively with internal and external partners.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



EAST SUSSEX COUNTY COUNCIL

Person Specification

Post Title: Assistant Director - Property

Location: Lewes

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<p>A strong leader with flair, credibility and a passion for promoting and supporting service transformation and delivering outcomes.</p> <p>Ability to think and act strategically whilst also ensuring that operational requirements are delivered.</p> <p>Proven ability to manage a wide variety of activities across a range of property related professional areas of expertise (preferably within a public service environment).</p> <p>Ability to think laterally and creatively when faced with significant challenges.</p> <p>Ability to lead, develop and motivate staff and teams to effect change and deliver improvement and achieve desired outcomes.</p> <p>Strong commercial awareness and ability to identify opportunities for improving the efficiency and effectiveness of Property services.</p> <p>Ability to work collaboratively with internal and external partners.</p> <p>Excellent interpersonal skills and ability to communicate effectively with Council Members and Chief Officers, ensuring that</p>		Application, Interview and assessment

	<p>requirements are understood and prioritised.</p> <p>Ability to handle conflict and manage sensitive issues to achieve positive outcomes.</p> <p>Ability to use and understand data to drive performance across all areas of service delivery</p>		
Education & Qualifications	Professional property qualification or able to demonstrate equivalent through training and experience	Hold membership of an appropriate professional body i.e. A member of the RICS, RIBA, CIOB	Application form
Knowledge	<p>Knowledge of working effectively in a political environment</p> <p>Demonstrable senior strategic management experience and knowledge of issues facing local government.</p> <p>In depth knowledge of budget preparation, management, monitoring and control</p> <p>Knowledge of property and related data driven outputs and reports to inform performance and drive service improvements</p> <p>Understanding of the challenges and opportunities facing local government</p>		Application, Interview and assessment
Experience	<p>Significant experience of developing, managing and controlling property and related functions and programmes</p> <p>Demonstrable experience of working constructively with a wide range of services and professionals to develop, plan and implement policies and strategies.</p> <p>Experience of successful contract procurement and management of suppliers and service providers</p>		Application, Interview and assessment

	<p>A proven track record of delivering organisational priorities within or below budget parameters.</p> <p>Experience of cultivating customer focused behaviours among staff</p> <p>Experience of developing positive relationships with relevant stakeholders and partners to achieve shared objectives and synergies</p> <p>Experience of initiating, leading and managing cultural change at a senior and strategic level.</p>		
Personal Attributes	<p>A clear, strategic and creative thinker.</p> <p>A self-starter who will lead, motivates and inspire others.</p> <p>A commitment to excellence and empowering others to deliver results.</p> <p>A firm commitment to continuing professional development for self and team</p>		Application, Interview and assessment
Other	<p>Ability to meet the travelling requirements of the role</p> <p>Commitment to and understanding of equalities issues in service delivery and employment.</p>		
<p>Date (drawn up): Jan 2020</p> <p>11877</p>			