

Context statement

To accompany job description and person specification when required

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Job title – Lead Asset Strategy Analyst

Directorate - Place

Service - Assets & Property

Team – Strategic Asset Management

Job description ref. - BA2011a,b Service Manager level 2

Grade – 14

Organisation Structure

Reporting to: Service Manager Strategic Asset Management

Responsibility for: team of 5 FTE colleagues

Context of Work

Assets & Property

Assets & Property is part of the Place Directorate and is responsible for a range of asset and property related activity including estate management, building safety and compliance, asset strategy, facilities management, repairs and maintenance, and capital construction projects.

As part of the Place Directorate, we contribute to the directorate's goal to create outstanding places and services and play our part in delivering the Place Plan which is a roadmap for the future operations of the Place Directorate up to 2030. Placemaking is at the core of the Place Directorate. We are dedicated to working with our communities to create places where people can live and work comfortably. Places that improve people's wellbeing and maximise life opportunities.

The Council's Strategic Asset Management Plan (SAMP) 2024-2030 as agreed by Cabinet in October 2024 outlines the council's approach to managing its assets. It aims to transform how the council uses its land and property - moving the Council away from being traditional property owners in seeking opportunistic savings and one-off sales, to a more proactive approach as 'place-makers' that considers property as a platform for the delivery of the Council's wider corporate priorities.

The SAMP aims to ensure our assets and property service acts as an enabler for more effective and efficient delivery of council services, and our policies deliver an estate that adapts and responds to this change - one that is leaner and more agile and innovative in the way it supports the delivery of services. Be this through the provision of operational assets to support service delivery, or the management of commercial / investment assets maximising yields and receipts to fund council services.

Our Assets & Property functions are designed to facilitate the delivery of the SAMP 2024-2030 and aligns with the council's strategic ambitions. This includes a strong focus on strategic asset management and a business partnering approach, creating a clear link between asset strategy and assets service delivery.



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Colleagues in Assets & Property teams will need to bring expertise and innovation to their role and will work on local, regional and collaborative projects, often as part of a multi-disciplinary cross functional team.

Strategic Asset Management

The Strategic Asset Management team will lead on implementation of the SAMP, including responsibility for developing and monitoring an implementation plan for the SAMP, and for the production of a new SAMP when the time comes. The team ensures best use of assets through effective strategic management and rationalisation of the estate by undertaking asset reviews, and developing asset class strategies.

Through a business partnering approach it is responsible for the strategic asset management of the council's assets, with Business Partners focused as follows:

- Operational Assets – Place & Corporate
- Operational Assets – Children's & Adults
- Commercial Assets
- Asset Transfers & Disposals

The function also includes a dedicated strategic transfers and disposals team, which drives forward disposals, generating capital receipts for the council, as well as transfers to town and parish councils.

An Asset Improvement Team within the Strategic Asset Management function is responsible for working directly with tenants and occupiers to address estate and property management improvement requirements. Along with the Asset Information and Land Surveying team, who are custodians of the Councils asset database ensuring all property information is properly maintained, these two teams inform strategic asset management of the estate.

Key Responsibilities

- Work closely with Head of Service and Service Manager Strategic Asset Management to deliver the Strategic Asset Management Plan.
- Lead, manage and develop the asset information and land surveying team
- Lead on the development and implementation of an effective asset information management strategy to support the delivery of the strategic asset management plan.
- Interpret national legislation and ensure completion of the council's statutory returns, acting as a subject matter expert in relation to assets & property data. This includes maintaining current knowledge of the requirements and the data/reporting implications for all aspects of assets & property work (including building safety, facilities management, estate management, capital delivery and strategic asset management).
- Working with colleagues across Assets & Property and other relevant teams (e.g. Housing) develop and maintain an effective, easily accessible, accurate, reliable, easily retrievable and automated CAFM (computer aided facilities management) and Property Management System, which meets strategic asset management, estate management, building safety and facilities management requirements.



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- Champion the use of a CAFM/property management system as the “single source of the truth” and reduce reliance on data recording in other software and systems.
- Ensure all CAFM / property management system users and contacts have been established and interfaces with the Corporate Geographical Information system (GIS), Local Land and property Gazetteer (LLPG) and the document management systems have been established.
- Working with the Service Manager Strategic Asset Management regular assess the capability of existing and new systems, make recommendations around the specification of new products to ensure that data and reporting activities are aligned with Assets & Property requirements and broader corporate objectives
- Work with contractors to integrate systems and ensure joined-up and robust property data and performance reporting
- Lead on implementation of new or upgraded management systems to provide full functionality, integration and automation as required
- Lead on the development of robust information governance mechanisms to ensure effective decisions, with appropriate specialist, technical advice, on all activities.
- Working with the relevant service managers, drive forward the development and implementation of effective asset management, estate management, facilities management and building safety processes and procedures.
- Be responsible for managing and monitoring KPIs in relation the the Strategic Asset Management Plan and produce reports for committee as required.
- Ensure full and accurate drawings and technical information on each building is held within the system including site plans, drawings, designs, floor plans, building specifications, desk layouts
- Ensure the Council completes registration of all land and property owned by the Council. Ensure all assets have been registered and the Council has been issued with Official Copy Entries of the Land registry which has replaced traditional deeds.
- Ensure the Management Information system supports the effective property services model in all its aspects not only in terms of capturing all current and projected maintenance and utilities costs but also in relation to property and lease information across both the commercial and operational estate
- Support with the provision of data and reporting for external inspections, such as HSE inspections and internal/external audit, providing relevant and accurate information.
- Oversee the training of staff across the Directorate who have a need to access and update the system in its use and functionality
- Oversee an ongoing programme of land and measured building surveys in accordance with key priorities, using a variety of survey equipment including ‘total station theodolite’, ‘GPS equipment’, ‘Laser Scanner’ and ‘level and staff’
- Oversee a technical drawing service
- Forecast, monitor, manage and balance budget/financial resources in relation to the asset information team’s work.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.



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Essential & Desirable Criteria

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Qualifications/ training/registrations	
Educated to degree level, or equivalent experience in a relevant field	Essential
Evidence of relevant continuing professional development	Essential
Experience	
Demonstrable significant experience of delivering a land surveying service	Desirable
Working with senior management and leadership teams to understand, develop and drive property data management requirements	Essential
Demonstrable experience of leading a high achieving team	Essential
Proven ability to manage budgets and resources	Essential
Comprehensive understanding and use of digital property management systems	Essential
Extensive senior stakeholder management and experience	Essential
Skills, abilities & knowledge	
Excellent communicator in both verbal and written format, able to facilitate clear, concise and timely communication amongst others	Essential
Substantial knowledge of the component parts of strategic property management.	Essential
Proven knowledge of performance management techniques and the applications of these in a complex environment.	Essential
Substantial knowledge of effective change management techniques at an organisational and individual level.	Essential
Excellent understanding of the workings of the Local Authority, its structure and Services.	Essential
Knowledge of relevant policy and legislation, including statutory reporting requirements for the service area supported	Desirable
Knowledge of data security and data governance in relation to reporting, BI and analytics	Desirable
A self-starter, highly motivated, enthusiastic, dedicated and driven to achieve high standards and results	Essential
An excellent team player who works collaboratively, understands when to seek help if needed and has an ability to support others	Essential
Professional and courteous manner in doing business and dealing with all contacts inside and outside the organisation	Essential
A completer/finisher with a desire to see things through to their conclusion	Essential
High level of political awareness and acumen	Essential
Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change	Essential



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Proven ability to deliver technically complex programmes of work to deliver agreed outcomes and objectives	Essential
Able to work at pace and under pressure	Essential
Behaviours	
Respect	
Accountability	
Togetherness	
Openness	
Curiosity	

Travel Requirement

This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

Context statement prepared by:			
Manager	Jessica Maskrey, Head of Assets & Property	Date	February 2025

