

Context statement

To accompany job description and person specification when required

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Job title – Capital Delivery Technical Officer

Directorate - Place

Service - Assets & Property

Team – Strategic Asset Management

Job description ref. - Technical Officer Level 1 2 ES587cd

Grade - 8

Organisation Structure

Reporting to: Asset Improvement Lead

Responsibility for: n/a

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.

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

- Provide day to day technical support to Capital Delivery managers
- Organise and participate in capital delivery meetings and workshops, including sending out agendas, producing minutes, recording actions.
- Undertake technical tasks and functions as required related to capital delivery and construction projects
- Support the delivery of construction projects, using project management software including maintaining construction programme and project information including updating risk registers, issues logs, action logs, change management requests, project plans and so on.
- Support capital delivery managers to produce construction project highlight reports and other reports as necessary
- Work with the capital delivery managers to ensure workstreams are delivering to construction project and programme milestones
- Liaise, communicate and negotiate with construction project and programme colleagues, partners and stakeholders as required.
- Assist with the financial forecasting and budget monitoring of the various income and expenditure budgets within the capital delivery function team.
- To undertake financial processes such as raise orders, invoice and recharge income as required in line with the council's financial procedures and regulations.
- Assist with management of programme and project trackers
- Assist with contract management activities including in the preparation of contract documentation and contract administration including monitoring output, where directed.
- Maintain and update capital delivery records and data regularly on the relevant corporate property data systems

- Assist with production of key performance indicator and other key reports.

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.

Additional Person Specification Requirements

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.

- Professional and courteous manner in doing business and dealing with all contacts inside and outside the organisation
- An excellent team player comfortable working at a senior level who works collaboratively and understands when to seek help if needed and has an ability to support others
- A self-starter, highly motivated, enthusiastic, dedicated and driven to achieve high standards and results
- A lateral and forward thinker, able to originate and work up ideas and problem solve
- Able to work at pace and under pressure with accuracy and competency.
- Excellent understanding of the workings of the Council and its different Directorates
- Excellent communicator in both verbal and written format, able to facilitate clear, concise and timely communication amongst others
- Experience of establishing appropriate contracts and creating a high performing, cost competitive supply chain to meet the Council's needs

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