

Context statement

To accompany job description and person specification when required

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Job title – Community Assets Business Partner

Directorate - Place

Service - Assets & Property

Team - Strategic Asset Management

Job description ref. - ES605 – Lead Senior Technical Officer

Grade - 13

Organisation Structure

Reporting to: Service Manager Strategic Asset Management

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. 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.

Increasingly, this involves developing a deeper understanding of the needs and capacity of communities at a local level. Assets & Property plays a key role in enabling services to be delivered closer to neighbourhoods and ensuring that land and buildings are used effectively to support local priorities. This includes enabling shared use of buildings, supporting community-led initiatives and exploring opportunities for devolved, co-managed or collaboratively stewarded assets where appropriate.

The Council's Strategic Asset Management Plan (SAMP) 2024–2030 sets the overarching approach to managing land and property. It shifts the council from traditional asset ownership and opportunistic disposals toward a proactive, place-making approach that positions property as an enabler of wider corporate priorities.

The SAMP aims to ensure the council's estate becomes leaner, more agile and more responsive to change. It supports effective service delivery and promotes innovation across operational, commercial and community-facing assets. Whether through providing high-quality operational buildings or managing investment assets to generate income for services, the SAMP emphasises strategic, long-term asset planning that adapts to community needs and organisational priorities.

In delivering the SAMP, Assets & Property functions are structured around strategic asset management and a business partnering approach, ensuring clear alignment between asset strategy, service needs and local priorities.



Strategic Asset Management

The Strategic Asset Management team 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.

The function 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.

Within this context, the Community Assets Business Partner plays a key role in ensuring the council's community buildings, land and shared spaces support locality-based working, community resilience and partnership collaboration.

The role helps shape how community assets are used, managed and developed by:

- understanding community needs and local capacity
- supporting services delivered closer to neighbourhoods
- ensuring assets are used effectively to meet local priorities
- enabling community-led initiatives and shared/multi-use buildings
- exploring opportunities for devolution, co-management and collaborative stewardship
- identifying where community assets can bring services and partners together in single, accessible locations

The postholder works with a wide range of internal and external partners to deliver sustainable, effective, community-centred solutions and to strengthen the role of community assets within Dorset's place-based approach.

Key Responsibilities

The Community Assets Business Partner will:

- Lead strategic reviews of community asset portfolios, making clear recommendations on retention, repurposing, disposal, co-location or redevelopment to support local priorities and the wider Strategic Asset Management Plan.
- Develop a clear understanding of local community needs and capacity to inform asset planning and decision-making.
- Support the development of service models delivered closer to neighbourhoods through effective use of community assets.
- Ensure community assets are used efficiently and aligned with local priorities and service requirements.
- Enable community-led initiatives, including shared and multi-use arrangements for buildings and spaces.
- Explore opportunities for devolution, co-management and shared stewardship of assets with local councils and community partners.
- Identify opportunities for community assets to act as hubs that bring services and partners together in accessible, multi-use locations.

- Lead strategic reviews, assessments and business cases relating to community assets, ensuring sustainability and community benefit.
- Build strong relationships with internal teams and external partners to develop collaborative, place-based solutions.
- Provide clear, timely information and reports to support strategic and operational decision-making.
- Maintain accurate data, monitor budgets and manage risks associated with community assets.
- Provide high-quality management information, reports and presentations to senior leaders and governance boards to support decision-making around community assets.
- Ensure compliance with council policies, legislation and governance frameworks while promoting flexible, community-focused models of asset use.
- Monitor budgets and resources associated with community asset activity, ensuring value for money and alignment with local priorities.
- Maintain accurate property data relating to community assets and identify emerging risks, capacity issues or opportunities across the community estate.
- Contribute to a unified Assets & Property service, deputising for senior colleagues where required and supporting sector-wide consistency and best practice.

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.

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
Experience	
Proven experience of service and stakeholder engagement, and relationship management	Essential
Demonstrable experience of options appraisal and business case development	Essential
Demonstrable experience of strategy development and implementation	Essential
Demonstrable experience of leading a high achieving team	Essential
Proven ability to manage budgets and resources	Essential
Demonstrable experience of developing property strategies necessary to deliver council priorities	Desirable
Comprehensive understanding and use of digital property management systems	Desirable
Demonstrable experience of estate management in and particular asset transfers and disposals	Desirable

Skills, abilities & knowledge	
Ability to analysis and understand complex datasets, including experience of needs analysis work	Desirable
Excellent communicator in both verbal and written format, able to facilitate clear, concise and timely communication amongst others	Essential
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
Able to interpret property market trends	Desirable
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