

Job description and employee specification template

| | | | |
|---|---|-----------------------|-------------------|
| Job title: | Head of Strategic Asset Management and Estates | Location: | Municipal Offices |
| Reports to: | Director of Finance and Assets | Working hours: | 37 hours per week |
| Job number: | TBC | Salary grade: | |
| Supervises: | A team of estates surveyors responsible for managing the Council's commercial property portfolio as well as the strategic management of our housing stock. | | |
| Purpose: | <p>Are you a motivated estates and asset management professional seeking an opportunity to be at the forefront of the delivery of our Council's commercial and housing asset management strategies?</p> <p>Cheltenham are an extremely ambitious Council – committed to becoming carbon net zero as well as delivering developments aligned to shaping the future cyber ecosystem of our town to support all our communities and create growth for all our residents. And our ambitions are more than words – we have won national awards for our commercial approach as a Council and our Golden Valley development has recently been named in the Government's National Cyber Strategy.</p> <p>Following the Council's recent organisational change to bring the housing services back into the Council we are looking for a Head of Strategic Asset Management and Estates to bring together expertise across two teams previously working for separate organisations.</p> <p>Cheltenham is only one of two District Councils in Gloucestershire who still own their own housing stock. With the proposed changes to Local Government organisation and focus on affordable housing, this provides a unique opportunity to make a lasting difference to tenants and residents in the town whilst also implementing strategies across both commercial and housing portfolios which drive growth and economic development in Cheltenham and the wider area.</p> <p>The transition of our housing services has also recognised the renewed importance of developing asset management strategies that are shaped by accurate data whilst maintaining a commercial focus. This role will provide greater alignment between strategic asset management for housing and the commercial estate as well as measuring the ongoing success of projects and opportunities brought forward for implementation.</p> <p>The successful candidate will have an innovative and forward-thinking mind-set, a strong track record in leading teams to deliver new initiatives and ensure that key asset management decisions are taken safely with all the risks understood.</p> | | |
| Key duties and responsibilities: | As part of this role, you will be responsible for: | | |

- Leading the delivery of our commercial asset management strategy, including ownership and management of key data on our assets which may inform key decisions.
- Development of a strategic housing asset management strategy which optimises our portfolio, ensuring we are able to best meet our housing demand in a financially effective way.
- Working with Members to inform a future strategy for the management and delivery of Council owned private rented housing schemes.
- Working with finance colleagues to ensure that asset management decisions are aligned to the medium-term financial requirements of the general fund and housing revenue account.
- Continual improvement of our commercial and housing asset portfolio, including disposals, acquisitions, asset valuations and tenant management.
- Leading and supporting infrastructure projects and inward investment, including the development of options for our existing assets which maximise the benefit to the Council.
- Liaising with the Local Planning Authority and other key stakeholders to inform decisions around key Council owned sites which may be brought forward for development under the Local or Strategic Plan.
- Liaison with the major developments team to ensure any Council led housing or commercial development is aligned to our key strategies and that wider implications have been considered.
- Providing strategic advice to Members, Executive Leadership and service managers on asset management decisions
- Following the legal and Local Authority governance process for executing estates management decisions.
- Building strong relationships with tenants, leaseholders, other stakeholders and other public sector organisations through the One Public Estate forum
- Working in a political environment and liaising with Members and other stakeholders, in particular attendance at Asset Management Working Group and briefings with the Lead Member for Finance and Assets.
- Leading the annual valuations of our land and buildings for the Statement of Accounts, including our housing portfolio.
- Liaising with external audit and other assurance functions to ensure financial reporting deadlines are met

Other Accountabilities

- Drive continuous and sustained performance improvement in line with the Council's values
- Planning and reviewing workloads to ensure outputs & outcomes are delivered within agreed timescales
- Recruit, develop and retain people with the skills, competence and attitude to deliver services in accordance with procedure and law ensuring that the appropriate systems and processes are in place to measure, manage and develop staff
- Work to add value to, and be a valued member of the team and to be valued by customers
- Work in compliance with the codes of conduct, regulations (including financial) and policies of the council

| | | |
|--|--|---|
| <p>Essential requirements – qualifications, skills, abilities and experience:</p> | <p>To be successful in this role our ideal candidate will have the following:</p> <ul style="list-style-type: none"> • Fully qualified Estates Surveyor or equivalent experience • Experience of providing advice, and influencing, to senior officers and elected Members. • Experience of work planning and meeting deadlines for self and for others. • Experience of managing, coaching and supporting a multi-disciplinary estates team. • Experience of working in partnership with a wide range of stakeholders. • Experience of formulating and implementing asset management strategies, policy and procedures in both the commercial sector and within housing management. • Experience of producing business cases which underpin and support key decision making in an organisation. • Experience of working with Local Planning Authorities and developers to bring forward sites for development which will create growth and economic development. • Understanding of the Public Sector Procurement Regulations. • Ability to work under pressure and meet strict deadlines. <p>Skills and abilities</p> <ul style="list-style-type: none"> • Ability to identify the estates and asset management implications of proposals that may not always be immediately apparent. • Analytical skills, with the ability to effectively summarise and interpret data to inform deliverable housing and commercial strategic asset management strategy and decisions. • Team player with the ability to take complex financial data & translate it into a lay format & deliver with political sensitivity. • Ability to think on one's feet, particularly in meetings. • Ability to translate the impact of key asset management decisions on the financial and funding arrangements for both the general fund and housing revenue account. • Awareness of the Social Housing Regulation Act and the impact of regulatory and reporting frameworks on the delivery of housing asset management strategy. • Awareness and up to date knowledge of national finance requirements and the local government and national economic environment | |
| <p>Date created:</p> | <p>20 May 2025</p> | |
| <p>Date reviewed:</p> | | |
| <p>Created/reviewed by:</p> | <p>Name: Gemma Bell</p> | <p>Job title: Director of Finance and Assets</p> |