

**Job description and employee specification template**

<b>Job title:</b>	Head of Property Management and Decarbonisation	<b>Location:</b>	Municipal Offices
<b>Reports to:</b>	Director of Finance & Assets (Deputy s151 Officer)	<b>Working hours:</b>	37 hours per week
<b>Job number:</b>	TBC	<b>Salary grade:</b>	
<b>Supervises:</b>	A multi-disciplinary team of building surveyors, facilities management officers and the team responsible for the Council's response to climate change and decarbonisation.		
<b>Purpose:</b>	<p>Are you a motivated building management professional seeking an opportunity to be at the forefront of the delivery of our future strategy for the Council's property portfolio?</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 Property Maintenance and Decarbonisation to bring together expertise across two teams previously working for separate organisations. This is a newly created role which also reflects the increasing importance to align our decarbonisation strategies across our housing and non-housing portfolios to maximise the funding available to deliver the biggest impact on our carbon emissions.</p> <p>You will be responsible for the building management and maintenance team at the Council. This includes the building surveyors who undertake reactive repairs and planned maintenance programme and the facilities management function across our key sites. The Council's climate change and decarbonisation team will also transition into this team, including the technical and project team responsible for leading the retrofitting programme of our Council housing stock. You will also be the Senior Officer with oversight of the monitoring of key compliance functions across our large portfolio.</p> <p>We are also preparing for a number of significant changes involving some of our key properties – the sale of our Municipal Offices facilitating a move to alternative premises and a strategic review of our Leisure Centre and sports facilities underway. This is an exciting time to join the organisation and play a key role in shaping both the medium-term future of where and how our staff work and how our customers access our services.</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</p>		

	<p>difference across both operational and housing portfolios to ensure our properties are fit for the future.</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 property management decisions are taken safely with all the risks understood.</p>
<p><b>Key duties and responsibilities:</b></p>	<p>As part of this role, you will be responsible for:</p> <ul style="list-style-type: none"> <li>• To manage and monitor the work of a team of building surveyors, facilities management and building support functions responsible for maintenance of our operational buildings and assets.</li> <li>• Responsible for ensuring building work is completed in compliance with the codes of conduct, relevant regulations and policies of the Council.</li> <li>• To provide oversight to ensure building work is compliant with health and safety legislation, including monitoring that contractors are also complying with these regulations when working in our buildings.</li> <li>• To provide oversight of the Council's compliance with key health and safety legislation including fire, water safety and asbestos.</li> <li>• Manage multiple reactive and planned maintenance projects to ensure issues are prioritised and the annual maintenance plan is completed.</li> <li>• Manage the delivery of the Cheltenham Borough Council Climate Change Action Plan, co-ordinating and prioritising key action with colleagues from across the Council.</li> <li>• Manage the development of the Council's corporate energy and decarbonisation strategy, leading energy management across the Council's operational estate to reduce our emissions.</li> <li>• Manage the carbon reduction across all aspects of the Council's land and buildings including our housing stock through the retrofitting programme.</li> <li>• To ensure contractors are procured in line with our Local Government procurement regulations.</li> <li>• To ensure the Council are maximising external funding opportunities to finance decarbonisation work across our portfolio, including our operational assets and our housing stock.</li> <li>• Oversight of the scrutiny and challenge to contractor costs, standard of work and timeliness of resolution of issues.</li> <li>• Deliver coaching and support to the team to ensure they are able to meet industry training standards and CPD requirements.</li> <li>• Providing strategic advice to Members, Executive Leadership and service managers on property management decisions.</li> <li>• Responsible for managing the budgets for reactive repairs, planned maintenance and other building costs, identifying savings and efficiencies in delivery.</li> <li>• To build and maintain positive relationships with tenants, leaseholders, service managers and other key stakeholders who use our buildings, providing the escalation point for any issues.</li> <li>• To identify when more specialist contractors are required to deal with building issues or provide advice on key projects or changes.</li> <li>• To be proactive in proposing changes to our processes to deliver value for money from our buildings and our building service.</li> </ul> <p><b>Other Accountabilities</b></p>

	<ul style="list-style-type: none"> <li>• Drive continuous and sustained performance improvement in line with the Council's values</li> <li>• Planning and reviewing workloads to ensure outputs &amp; outcomes are delivered within agreed timescales</li> <li>• 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</li> <li>• Work to add value to, and be a valued member of the team and to be valued by customers</li> <li>• Work in compliance with the codes of conduct, regulations (including financial) and policies of the council</li> </ul>
<p><b>Essential requirements - qualifications, skills, abilities and experience:</b></p>	<p>To be successful in this role our ideal candidate will have the following:</p> <ul style="list-style-type: none"> <li>• Degree in Building Surveying or Construction/Property related subject.</li> <li>• Qualified or working towards an appropriate technical or professional qualification (RICS, CIOB or equivalent).</li> <li>• Experience of providing advice, and influencing, to senior officers and elected Members.</li> <li>• Understanding and experience of implementing health and safety/compliance frameworks for monitoring key legislative requirements.</li> <li>• Experience of delivering large or medium property management change projects from planning to completion.</li> <li>• Understanding and experience of working to deliver projects funded by Government grants, including meeting any reporting requirements.</li> <li>• Experience of work planning and meeting deadlines for self and for others.</li> <li>• Experience of managing, coaching and supporting a multi-disciplinary property team.</li> <li>• Experience of working in partnership with a wide range of stakeholders.</li> <li>• Evidence of continued training and professional development in a related field.</li> <li>• Experience of working within the Public Sector Procurement Regulations.</li> </ul> <p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills and able to manage multiple projects at multiple locations to address both reactive repairs work and delivery of the planned maintenance programme.</li> <li>• Ability to plan and prioritise workloads effectively to meet deadlines.</li> <li>• Act with integrity and have respect of all confidential matters.</li> <li>• Ensure a safe working environment and ensure that safe working practices are adopted by those you are working with, whether that be colleagues or contractors.</li> <li>• Provide technical advice and support team members, CBC staff, tenants and leaseholders.</li> <li>• Team player with the ability to take complex financial data &amp; translate it into a lay format &amp; deliver with political sensitivity.</li> <li>• Ability to think on one's feet, particularly in meetings.</li> <li>• Ability to translate the impact of key property management decisions on the financial and funding arrangements for both the general fund and housing revenue account.</li> </ul>

	<ul style="list-style-type: none"> <li>• Awareness of the Social Housing Regulation Act and the impact of regulatory and reporting frameworks on the delivery of retrofitting activity.</li> <li>• Awareness and up to date knowledge of national finance requirements and the local government and national economic environment</li> </ul>	
<b>Date created:</b>	22 May 2025	
<b>Date reviewed:</b>		
<b>Created/reviewed by:</b>	<b>Name: Gemma Bell</b>	<b>Job title: Director of Finance and Assets</b>