# Leeds City Council

**Directorate** City Development

**Service Area** Asset Management & Regeneration

**Job title** Senior Asset Management

**Grade** PO4

**Conditions of service** NJC conditions of service

**Reports to** Principal Asset Management Officer

**Responsible for** Asset Management Officer

## Job purpose

To co-ordinate and manage priority work streams and programmes within the Asset Management and Regeneration service with specific focus on the delivery of strategic asset management programmes for the city.

## Responsibilities

* To support the management of workloads in your area to achieve the service plan in order to deliver Value for Money services to customers in line with Council priorities ensuring that the work incorporates the council’s values and behaviours.
* To assist with the management and achievement of the service plan for your area so that it achieves its corporate and service objectives and outcomes.
* To coach and mentor staff within your area to assist in the achievement of the Best Council Plan, directorate and service plans.
* To promote and deliver positive solutions to achieving equality, diversity and inclusion in all aspects of your service delivery.
* To support organisational development and continuous improvement by contributing to cross Council projects and supporting the Asset Management & Regeneration Management Team.
* To maintain effective consultation and communications with staff, service users, elected members, trade unions, partners and other stakeholders.
* To work as part of #TeamLeeds, in ways which are open, inclusive, responsive and accountable, to develop and maintain good working relationships with internal and external customers, other stakeholders and partners to achieve excellent outcomes for the citizens of Leeds.
* To work responsibly to ensure the safety of staff, service users and contractors in accordance with all statutory obligations and the council’s Health and Safety Policy.
* To work with elected members, service users, partners and community representatives in ways which support open, responsive and accountable government.
* To support the provision of a consultancy service to the Division on development and regeneration issues.
* To work responsibly to deliver workloads within approved budgets, to defined timescales achieving the required quality and following agreed procurement processes.
* To work flexibly as required to meet directorate and corporate priorities.
* To contribute as directed to the development and management of specific asset management initiatives and regeneration programmes, including area-based initiatives, strategic sites, housing investment and historic assets.
* To co-ordinate and manage the contribution of partners to programme delivery.
* To carry out appropriate research, option appraisal exercises, feasibility studies and other related project activity to a professional standard as directed.
* To manage the preparation of project funding proposals that will assist in delivering regeneration and asset management outcomes.
* To prepare comprehensive project plans that identify the critical path stages of a development / regeneration initiative from inception to completion.
* To contribute to team activities and initiatives as required.
* To lead work to appoint and manage contractors and consultants, in line with corporate procedures to meet the needs of clients in terms of cost control, programme and quality of finish.
* To prepare and contribute to the preparation of key documents including tenders, briefs and contract documentation.
* To work closely with Locality t colleagues to successfully deliver asset management and development programmes.
* To lead the delivery of major asset management and development work programmes.
* To undertake any other duties as required that are commensurate with the nature and level for this post working across the Asset Management and Regeneration Service
* The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

**Qualifications**

* Degree qualification or equivalent experience. Technical Asset Management Degree qualification, ideally in the Built Environment subject and / or a relevant professional qualification.

### Essential requirements Candidates will only be shortlisted if they can demonstrate that they meet all the following essential requirements.

**Knowledge:**

* Understanding of local government/ public sector and experience of achieving results in a politically sensitive environment.
* Understanding of and commitment to sustainability in service delivery.
* An understanding of community issues.
* An understanding of the development process.
* Understanding of property development particularly in relation to physical regeneration.
* Understanding of Planning and Development Briefs.
* Understanding of project financing and the role of the private sector
* Knowledge of the Council’s contract procedure rules and standing orders in respect of the development process.

**Skills**

* Ability to interpret the corporate vision, values and behaviours and put into practice agreed policies and strategies.
* Ability to apply policies, funding requirements and property development skills and knowledge to implement physical regeneration.
* Ability to contribute to change programmes, improve service quality and support a culture that drives up standards and performance.
* Ability to make an effective contribution to internal and external meetings.
* Ability to take forward development and physical regeneration initiatives and policies from inception through to development to implementation.
* Ability to resolve conflict.
* Ability to write comprehensive, succinct, well-presented reports up to Executive Board level.
* Ability to develop productive working relationships that command respect, trust and confidence.
* To ensure good working relationships with colleagues and clients to deliver council objectives across all levels.
* Ability to manage competing priorities whilst delivering on a range of projects and adapting to changing circumstances and priorities.
* Ability to work to strict deadlines.
* Ability to take the lead in the development of innovative approaches to problem solving.
* Ability to deal with Member enquiries efficiently and effectively.
* Ability to conduct negotiations successfully at a senior level.
* Good planning programme and risk management skills.

**Experience**

* Senior experience managing and delivering projects and initiatives in a service operational area relevant to the area of service delivery in the remit of the post.
* Experience of working effectively with others to deliver cross sector or cross service projects.
* Experience of managing services to meet customer needs.
* Experience of co-ordinating physical development and regeneration initiatives through to implementation.
* Experience of taking a lead role in problem solving and risk mitigation initiatives.
* Experience of dealing with Member enquiries and issues.

**Essential Behavioural & other Characteristics**

* Understand and embrace [Leeds City Council Values and Behaviours](https://sway.office.com/S3o3qmZP7LLRpNV3?ref=Link) and codes of conduct
* Committed to continuous improvement in all areas and work towards delivering the [Best City Ambition](https://www.leeds.gov.uk/plans-and-strategies/best-city-ambition) of Health & Wellbeing, Inclusive Growth and Zero Carbon
* Able to understand and observe Leeds City Council policies and procedures.
* Carry out all duties having regard to an employee’s responsibility under Health, Safety and Wellbeing
* Willingness to actively participate in appraisal, training and development activities to ensure up, to date knowledge and skills.
* Flexible and adaptable to change to assist other services as required commensurate to grade.
* Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, equality & diversity of Leeds City Council.
* Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse, reporting any concerns to the appropriate person
* The Council has adopted a flexibility protocol and the role will be expected to work within these parameters.

**Date job description last reviewed:**

**Name** **Designation** **JE Ref**