Profile Title:	Group Leader - Estates					
Reports to:	Head of Service	BARNSLEY Metropolitan Borough Council				
Employee Management:	4 Managers 18 Employees	Grade:	13	Profile Ref:	117511	

Purpose of the Post

Lead on the management of the Council's land and property estate, ensuring assets are fit for purpose and ensuring all statutory obligations are met. Proactively contribute to the implementation of the Council's Asset Management Plan and assist in the Council meeting the targets outlined in the Medium Term Financial Plan.

Responsibilities

- Lead on the management of complex cross cutting service projects, co-ordinating resources and
 ensuring that they are effectively planned and managed to deliver a customer focused service and
 corporate outcomes; andimplement and monitor service delivery which is customer focused and to
 analyse and benchmark management information including national and local performance indicators,
 council strategic priorities and other aligned national regulatory and assessment regimes as
 appropriate.
- To provide strategic leadership and budgetary control procedures ensuring all are incorporated into the development of service strategies, polices and plans; and comply with, promote, lead and manage all aspects of the Council Governance Framework as it relates to the responsibilities of the post.
- Provide strong leadership to develop a high performing team and a positive business culture to
 ensure the efficient and effective delivery of a comprehensive and innovative service. Providing
 direction on and the co-ordination of workloads, support and guidance; and dealing with motivation,
 recruitment, training, welfare and conduct issues as appropriate.
- Lead and foster effective internal and external relationships working with other business units, partners and stakeholders to ensure the provision and delivery of a joined up services and the delivery of the Council's key objectives, deputising for the Head of Property as required.
- Provide unbiased professional advice, guidance and support to internal and external stakeholders including the Senior Management Team and Council Members on all aspects of the strategic and operational delivery of the service.
- Lead and be responsible for the accurate valuation of the asset portfolio for capital accounting and management purposes and the authorisation of all valuation reports and end of year valuation certificates.
- Direct responsibility for developing and driving innovative and creative approaches to maximising capital and revenue income and minimising capital and revenue costs from the review, rationalisation, disposal and management of all the Council's property holdings
- Prepare capital and revenue estimates for acquisition, disposal and leasing of all types of Council
 owned and purchased property.
- Lead, manage and undertake all land and property negotiations on behalf of the Council and represent the Council in discussions and public consultations on commercial property and development matters with interest from the public, developers, tenants and public bodies.
- Liaise effectively with tenants, clients and any agencies with responsibilities for Commercial premises, and also to liaise with internal and external clients; ensuring the Council fulfils its role as a landlord

- and complies with all legal responsibilities in respect of the Landlord and Tenant Act in relation to commercial tenancies.
- Be responsible for the implementation and delivery (where appropriate) of a compliant service charge regime in accordance with the RICS (Royal Institution of Chartered Surveyors) practice statement; compiling annual service charge budgets, completing year-end reconcilliations, certificates and service charge accounts and addressing any queries raised by tenants.
- Develop proposals for Council owned sites for their long term development and engage effectively
 with other agencies and the private sector in this respect and to undertake the detailed appraisals and
 negotiations
- Work collaboratively with the Council's Facilities Management & Capital Projects Team in relation to capital/major repair and refurbishment schemes where commercial tenants are involved and assist with on-site supervision. Oversee the on-site facilities operations and undertake inspections as necessary, and oversee the management of personal and contractors on Commercial premises or development sites to a high standard
- Lead and promote the development of new schools based on strategic (pupil place) planning, promoting choice and diversity and developing a marketplace of school provision borough-wide. Lead and direct the planning of improvements to learning environments; and lead and direct education asset management planning and statutory returns to government.
- · Undertake any other duties commensurate with the role as requested by management.

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Education and Training	Measure	Rank				
 Full Member or Fellowship of the Royal Institution of Chartered Surveyors (RICS) – General Practice and Valuation. 		Е				
RICS Registered Valuer						
Relevant Higher degree / post graduate management qualification or equivalent.						
Willingness to undertake the Councils Leadership Programme						
Evidence of recent relevant professional development.						
Relevant Experience	Measure	Rank				
Significant and substantial experience at a senior level in a relevant area	A/I	Е				
Experience in working in a local authority or public sector environment at a senior leve	I. A/I	D				
Significant experience of managing and undertaking all types of land and property valuations in accordance with professional standards and relevant guidance, regulations and legislation.	A/I	Е				
Extensive experience of providing specialist advice and guidance to managers at all levels of seniority, external agencies and other stakeholders on a regular basis.	A/I	Е				
Successful record of leading and managing the delivery of a high quality property related and valuation services.	A/I	Е				
Significant experience of applying commercial acumen to complex property issues.	A/I	Е				
Significant experience of leading, managing and developing a diverse team of professional surveyors, graduates, technicians and students in a complex organisation.	A/I	Е				
Extensive experience of effectively managing programmes, projects and processes to deadlines and budget.	A/I	E				

General and Special Knowledge	Measure	Rank
nowledge and detailed understanding of managing a mixed / diverse property ortfolio, undertaking lettings, rent reviews, and lease renewals.		E
Substantial knowledge of local and national strategies, policies and legislation relevant to the service area	A/I	Е
Extensive knowledge and understanding of the political and social context in which asset management and property services are delivered.		Е
Extensive knowledge and understanding to analyse and deal with complex and varied problems as well as the short, medium and long-term planning, development and monitoring of service improvement.		E
Understanding and implementation of effective performance management tools.	A/I	D
Understanding of the Corporate and Political workings of The Council		D
Skills and Abilities	Measure	Rank
Strong leadership with the abilitity influence, motivate, provide effective professional supervision and guidance to asset management and property managers and lead change within large organisations.		Е
• Working knowledge of strategic opportunities via best use of assets, with the ability to think strategically ensuring work plans contribute towards corporate objectives and that strategies are appropriately revised.		E
• Excellent advocacy, influencing, negotiation and decision making skills particularly when dealing with service requirements and difficult, contentious and conflicting situations.	A/I	E
Strong organisation and time management skills with the ability to work under pressure in a fast paced environment. Organise and prioritise conflicting workloads and meet strict deadlines, being self-motivated and able to use own initiative under minimal supervision.	A/I	E
 Strong highly developed creative skills to develop innovative service delivery models that are both transformational and competitive and meet the needs of key stakeholders and customers. 	A/I	E
Excellent communication skills including report writing, staff investigations or hearings, presentations and briefings and engaging with internal and external stakeholders	A/I	E
Ability to keep abreast of wider Council developments and ensure good working relationships colleagues	A/I	Е
Additional Requirements		
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Council.	A/I	E
Willing to undertake training and continuous professional development in connection with the post.	A/I	Е
Work in accordance with the council's vision, priorities, values and behaviours.	I	E
Able to undertake any travel in connection with the post.	A/I	Е