


Profile Title:	Group Leader - Estates	 BARNLSLEY Metropolitan Borough Council			
Reports to:	Head of Service				
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; and implement 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, policies 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

General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> • Knowledge and detailed understanding of managing a mixed / diverse property portfolio, undertaking lettings, rent reviews, and lease renewals. • Substantial knowledge of local and national strategies, policies and legislation relevant to the service area • Extensive knowledge and understanding of the political and social context in which asset management and property services are delivered. • 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. • Understanding and implementation of effective performance management tools. • Understanding of the Corporate and Political workings of The Council 	A/I	E
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Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> • Strong leadership with the ability influence, motivate, provide effective professional supervision and guidance to asset management and property managers and lead change within large organisations. • 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. • Excellent advocacy, influencing, negotiation and decision making skills particularly when dealing with service requirements and difficult, contentious and conflicting situations. • 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. • 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. • Excellent communication skills including report writing, staff investigations or hearings, presentations and briefings and engaging with internal and external stakeholders • Ability to keep abreast of wider Council developments and ensure good working relationships colleagues 	A/I	E
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Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> • Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Council. • Willing to undertake training and continuous professional development in connection with the post. • Work in accordance with the council's vision, priorities, values and behaviours. • Able to undertake any travel in connection with the post. 	A/I	E
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