

## **JOB DESCRIPTION**

<b>Directorate:</b>	DCEX – Deputy Chief Executive
<b>Division:</b>	Asset Management and Development
<b>Post No &amp; Job Title:</b>	P58 Estates Manager
<b>Grade:</b>	Grade 14
<b>Responsible to:</b>	T2 Head of Asset Management
<b>Responsible for:</b>	2 Estates Officers, 1 Public Buildings Senior Maintenance Officer, 1 Public Buildings Operative, 1 Energy Officer
<b>Main purpose of the job:</b>	<p>To provide an effective estate management service for the Council, with a particular emphasis on assisting in the development and implementation of Broxtowe's economic and community development policies and the preparation/implementation of the Corporate Asset Management Plan.</p> <p>To provide an effective Energy Management and Public Buildings Maintenance Service.</p>

### **Main Duties and Responsibilities:**

1. Provide professional and technical advice on all estates, energy, and public building maintenance matters.
2. Manage the work of the Corporate Property Group.
3. Achieve the efficient management of the Council's land and property assets with regard to departmental and corporate aims and objectives and to maximise and secure the income available to the authority.
4. Full management responsibilities for the staff within the Estates section to include recruitment and selection, Personal Development Reviews, Absence Management, mentoring, training and development, work allocation and any disciplinary/ performance issues that may arise.
5. Develop, prepare, maintain and implement the Council's Asset Management Plan in conjunction with the Corporate Property Group including calculation and monitoring of property related national and local performance indicators.
6. Liaise effectively with all other sections in the Council as required with a particular emphasis on the delivery of major projects, including town centre redevelopments, provision of affordable housing and development of the Borough's social infrastructure as required.

7. Work corporately to ensure the effective management of the Council's land and property assets and oversee the management of the council's non-housing tenants.
8. To continually seek and identify opportunities to maximise benefits from the Council's property assets, for service provision and to increase the Council's financial position, by undertaking a range of negotiations, problem resolution and provision of advice, such as land sales and acquisitions, lease renewals, covenant releases, granting of easements and development agreements.
9. Ensure that all communications, both internal and external, are dealt with promptly and in a courteous manner.
10. Prepare reports for committee to update and inform Members of progress made, or for approval following the conclusion of negotiations. Also to attend committees and present reports where necessary.
11. Prepare, monitor and allocate all relevant property related budgets including Public Buildings, Energy, Asset Management and Asbestos. Monitor and maximise income streams from rented property.
12. Oversee and develop public building maintenance policy, ensuring compliance with financial regulations, health and safety, CDM, etc, including optimising the balance between use of directly employed staff and private contractors.
13. Oversee and develop energy policies, including national and local performance indicators, advise members on energy procurement, and monitor the council's energy consumption and payments to suppliers.
14. To develop and integrate estates, public building maintenance, energy activities, to ensure optimisation of expenditure and efficiency, and reduction of the councils carbon footprint.
15. Develop and maintain accurate computer based and manual estates records, to meet departmental and corporate requirements.
16. Undertake any other relevant duties within the scope and grading of the post as may be required by the Head of Asset Management & Development.

#### **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

#### **SPECIAL CONDITIONS**

Duties may include attendance at evening meetings and/or work outside normal office hours. The post holder must be capable of undertaking occasional site visits involving flights of stairs and rough terrain.

#### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

#### **NOTE**

The above job description sets out the main responsibilities of PC401 – Estates Manager but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.