



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Place & Economy
Post Title	Senior Asset Manager
Post Number	TBC
Accountable to	
Leadership responsibility for	Direct Reports - Assistant Asset Manager(s) Matrix management across the estate
Key leadership relationships	Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
Work style	This role falls within the Blended Working Policy
Last updated	September 2024

Job Description - Principal purpose of job (role summary)

As Senior Asset Manager you will support the Property and Investment Managers to contribute to the work of the Property and Investment Team by providing property asset management and development support, attending meetings and events, liaising with partners and colleagues and undertaking and assisting with a range of projects.

You will support the team to deliver the Councils' Commercial Property Investment Strategy and Property Asset Management Strategy and contribute to the Councils' priorities for the Place & Economy Directorate.

As councils, we are committing to a new operating model which will bring digital and data into the heart of the organisation. As a leader in the organisation we will ask you to champion this shift and to ensure that your own practice and your service is demonstrably adopting new ways of working.

As a leader within our organisation you will embrace and bring to life our three core principles - resilience, adaptability and participation - embedding them in the daily working practices of the team.

You will be responsible for developing effective multi disciplinary teams from across the organisation for missions based work, ensuring you have the right people to deliver the required outcomes and ensuring:

- Collaborative practice
- Clear communication
- Clear definition of tasks and responsibilities
- Clear goals, objectives and strategies
- Recognition of and respect for the competence and contribution of each team member
- Competent leadership

Main duties, tasks and responsibilities of post holder

Leadership responsibilities
Create a culture of adaptivity and creativity, setting the direction by role modelling our behaviours and principles
Work to make teams more representative of the communities they serve in terms of equalities and inclusion
Build strong working relationships and embed a culture of genuine collaboration and partnership working across the organisation
Provide positive and inclusive leadership - acting with openness, honesty and integrity and instilling a clear sense of direction, priority and pace whilst ensuring that any concerns are addressed promptly
Bring creativity and innovation to problem solving with your team - co-create a range of imaginative solutions or options, identifying the risks associated with each option

Drive your team's focus on delivering a quality and committed service and gather the data needed to provide effective performance management and development
Develop effective multi disciplinary teams for missions focused work, ensuring you have the right people from across the organisation to deliver the required outcomes
Provide an excellent employee lifecycle experience, including onboarding, quality conversations and appraisals and development opportunities. You will undertake an investigatory management role or hearing manager role in regards to employee relations cases, working to uphold our Council's values and behaviours.
Promote the service and Councils positively at all times

Role specific Duties and responsibilities
Assist in the updating, maintenance, management and implementation of the Asset Management Strategy; helping to identify opportunities for additional income generation, development and/or disposals that will generate receipts and reduce the Councils' liabilities and risks.
Contribute to the management of the Council's current commercial property portfolio, including identifying, negotiating and agreeing disposals, rent reviews, sales, leases, licenses, easements and other agreements any of which may be managed by being outsourced to specialist external agencies.
Regularly make occupier and customer visits to build relationships and assist in the early identification of issues, maintenance requirements and/or leasing and /or development opportunities, working with colleagues in other departments where required
Undertake inspections and ensuring that all formal agreements, checklists etc. are completed, notified and recorded in accordance with best practice and audit requirements and keeping property management systems up to date
Assist colleagues in ensuring inspections are undertaken on all leases and vacant property
Attend public, Council and occupier meetings as required and represent the department with expert and timely advice supported by clear notes and data
Work with colleagues and lead in maintaining the 'terrier' and Estates App database of the Councils' income, expenditure and liabilities associated with its property management portfolio and assist colleagues in keeping the GIS system of titles and property data up to date
Maintain knowledge of all new legislation, circulars and statutory notices affecting the work of the service, preparing briefing and guidance notes for colleagues, Members and managers as required
Create monetary and or community value unexpectedly by using experience and market awareness to maximise the returns from the estate
Act as an expert in answering any day to day enquiries in respect of property assets owned by the Council, responding to and giving advice on queries to members, internal departments, stakeholder and members of the public.

Contribute fully to the work of the Property and Investment team by assisting with administrative duties as required, including project monitoring, our web presence, research and evaluation, and communications
Lead in arranging any relevant training and development activities for this post, as guided and advised by the Principal Property Surveyor or Property Investment Manager
Work with the Property and Investment Manager, Head of Major Projects and Director for Place to develop services and proactively contribute to achievement of corporate and service priorities
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies those relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

The core skills and competencies below are taken from our organisational Skills and Competencies Framework v1.0 and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.	
Participative	Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity More detail can be found in the Participation Skills & Competencies.
Adaptive	Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms) Anticipate new challenges & opportunities to be able to adapt to change around you
Resilient	Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other Prioritise the use of resources that helps us be financially and environmentally sustainable
Leadership	Be open to coaching approaches to support others in finding solutions to problems Role model the principles above to inspire others to demonstrate positive behaviours Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others
Manager Competencies	Take a strategic approach to managing policy development, financial resources, and evaluate risks in order to mitigate against them. Be agile in decision making and adopt an open mindset to managing change in different settings, and be able to reflect on your own performance and that of others in order to drive improvement. Facilitating the contributions of others to a range of outward facing activities and adopt a storytelling approach to sharing good practice.

	Use a range of different communication skills to share your vision and influence others, while using the organisation's governance processes to work with Members effectively
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	Essential	Desirable
Qualifications	MRICS qualification Degree in a business oriented subject	Blend of local authority experience and private sector mindset
Knowledge	A demonstrable understanding of relevant legislation and policy affecting all aspects of property including ESG and its effect on value and solutions	
Experience	Skill in using Excel (or similar) sufficient to support monitoring of property assets and recording of income/expenditure Work experience in a professional practice, public sector or client side business	Experience in working a portfolio upgrading stock
Communication	Excellent verbal and written communication skills for report writing, speaking at meetings, liaison with tenants, developers, agents and similar professional associates	
Relationship Building	Excellent and polished interpersonal skills to support liaison and work with commercial agents, partner agencies and tenants, good contacts across the industry	
Analytical	Strong numeracy and financial skills to support monitoring of property budgets Good level of competency in Word, Excel and Powerpoint Experienced in use of email and internet	Google workspace experience- training given
Planning/ Organising	Able to keep calm when under pressure and when dealing with challenging situations Accurate, detailed, methodical and able to prioritise own workload to achieve targets and deadlines. Methodical in maintaining and correcting digital records. Able to both articulate and implement solutions, a 'completer finisher'	

	Self-motivated and happy to work in a team or independently when required under own initiative Contributes to a happy, kind team dynamic and helps colleagues when appropriate and unexpectedly	
Other requirements	Attendance at public and other meetings and able to attend site meetings and inspect vacant property of varying types Appreciation of environmental issues and ability to articulate high level solutions to compliance issues Flexible with a requirement to work outside normal hours on occasions, including evenings and weekends Valuing kindness and compassion in the workplace Acceptance of political restriction (if applicable) Ability to work with complexity and ambiguity Able to travel within the Adur and Worthing Districts	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	