



## Job Description

<b>Post Title:</b>	Strategic Estate and Asset Manager
<b>Grade:</b>	K
<b>Responsible to:</b>	Chief Executive
<b>Responsible for:</b>	N/a
<b>Location:</b>	The Office of the Police and Crime Commissioner (Currently located at 3 Northgate Street, Warwick).
<b>Date:</b>	August 2023

### Job purpose

To develop and implement a forward looking Estates Strategy in line with the requirements of the Police and Crime Plan and the force's operational needs

To manage the strategic oversight of the estate and assets, ensuring value for money is achieved through effectively stewardship. To ensure a public facing estate meets the needs of communities and the workforce.

### Main responsibilities

1. To develop a long term strategy for the use of the policing estate, which identifies the workforce requirements for the future and maximises investment. To ensure appropriate consultation and engagement activities take place to inform the strategy.
2. To advise the PCC on all matters relating to estates, including statutory matters to facilitate informed decision making.
3. To work with partners on estates matters, and to identify opportunities for increased effectiveness through co-location or shared estate options. Engage with the One Public Estate partnership infrastructure programme, and other such opportunities that arise. Support development of partnership working at the two Justice Centres.

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4. To ensure governance arrangements are established between the PCC and the force, ensuring that decision making is sound and transparent and that there is a clear line of accountability between the PCC's strategic intent and estates delivery, and statutory compliance requirements are met.
5. To bring transparency to the estates activity, by engaging with residents and communities and sharing information in accordance with the Specified Information Order and other associated regulations.
6. To work with local authorities and other statutory bodies on estates matters, such as planning, and applications for developer funding (s106 funding).
7. To assess the impact of developing and future planning policy upon policing and provide advice and guidance in respect of planning matters.
8. To arrange for assets valuations and maintain an asset register
9. To identify opportunities for external grant funding from Government and other sources to support the environmental and sustainability goals of the estates strategy
10. To work with Warwickshire Police to proactively manage leases and tenancy agreements and ensure they are in line with the estates strategy.
11. To ensure assets are managed in accordance with the strategy and identify opportunities for acquisitions and disposals of property and land.
12. To scrutinise the capital and revenue budgets allocated to the estates programme, and ensure spending is in line with plans
13. To work with legal advisors where required, and specifically to manage property records.
14. To understand the detail of compliance activity relating to the estate that Warwickshire Police carry out, and to scrutinise and support work programmes to maintain and improve the estate.
15. To work with the force to agree the strategic direction in relation to facilities management, and support commissioning of appropriate services.
16. To offer oversight to the maintenance of the Leek Wootton Police Headquarters, ensuring the heritage estate is maintained appropriately, and local communities are able to benefit from it's presence.
17. To ensure that the organisation achieves public sector requirements for sustainability.
18. Work closely with other colleagues to improve operational practices, effectiveness and efficiency.
19. Maintain professional awareness and horizon scan for future developments, with a commitment to own and organisational development
20. Demonstrate a commitment to equality and diversity through actions and activities, using knowledge and tools to understand the impact of decisions on users.
21. Undertake any other duties as reasonably commensurate with role.

## Special conditions

- Travel across Warwickshire
- This role is politically restricted
- Flexi-time applies to this role

## Security level

- Recruitment Vetting
- CTC Vetting

## Person specification

### Knowledge

- Degree or equivalent in a relevant area e.g. construction, engineering, surveying, architecture
- A member of a relevant institute or professional body e.g. MRICS, MCIQB
- Relevant and strong understanding of issues impacting on estates and property development, acquisition and maintenance
- Good commercial understanding and financial acumen to deliver major projects to time, cost, quality.
- Understanding of procurement and contract management within the public sector
- Knowledge of planning legislation

### Experience

- Significant experience of estate management and be competent in applying legislation across the estate remit.
- Significant experience in strategy development and complex programme delivery.
- Experience in managing assets and resources to deliver against organisation priorities
- Significant experience in devising and delivering change and/or infrastructure programmes to time, cost and quality with full delivery of benefits.
- Experience of preparation and presentation of business cases and key reports to Board level audience

## Key Skills:

- Programme management skills
- Excellent leadership skills and behaviours demonstrating a drive and ambition for service delivery and improvement
- High quality communication and presentation ability
- Effective negotiation and interpersonal skills that give confidence and trust at the highest level amongst stakeholders.
- Strong procurement, negotiation and contract management skills
- Demonstration of initiative, innovation and creation of business focused solutions
- Sound judgment and a clear understanding of the consumer, business and crime prevention environments
- Proven stakeholder management skills to deliver shared solutions providing benefits to all partners
- Change leadership skills

## Behaviours: Senior Manager / Executive

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- Resolute, compassionate and committed
- Inclusive, enabling and visionary leadership
- Intelligent, creative and informed policing

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards **Level 3** of the CVF.