



ADUR & WORTHING  
COUNCILS

## Job Description & Person Specification

<b>Authority</b>	ADC / WBC
<b>Directorate</b>	Place & Economy
<b>Post Title</b>	Asset Manager
<b>Post Number</b>	tbc
<b>Accountable to</b>	Property & Investment Manager
<b>Responsibility for</b>	Assistant Asset Manager
<b>Key leadership relationships</b>	<p><b>Internal:</b> Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p><b>External:</b> Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
<b>Work style</b>	This role falls within the Blended Working Policy
<b>Last updated</b>	September 2023

## Job Description - Principal purpose of job (role summary)

As the Asset Manager you will support the [Property & Investment Manager](#) 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 Economy Directorate

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

## Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
Live how we work with each other and our customers: <ul style="list-style-type: none"> <li>● We listen</li> <li>● We say what we think &amp; do what we say</li> <li>● We are inclusive &amp; kind</li> <li>● We are ambitious</li> <li>● We think &amp; act beyond ourselves and our service</li> <li>● We are a team</li> </ul>
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 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 and 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:

<b>Participative</b>	<p>Make sure that you embrace all opportunities to have your say and recognise the importance of your colleagues taking the opportunity to be heard too</p> <p>Ability to share knowledge and learn from others</p>
<b>Adaptive</b>	<p>Ability to thrive in an adaptive environment on a continuous improvement journey of change</p>
<b>Resilient</b>	<p>Understand the part you play in your team and the organisation as a whole, recognising your importance to our success</p> <p>Ability to bring passion to your work</p> <p>Ability to recognise and support your own wellbeing needs and ask for help when you need it</p>

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>MRICS qualification</p> <p>Degree in a business oriented subject</p>	<p>Blend of local authority experience and private sector mindset</p>
<b>Knowledge</b>	<p>A demonstrable understanding of relevant legislation and policy affecting all aspects of property including ESG and its effect on value and solutions</p>	
<b>Experience</b>	<p>Skill in using Excel (or similar) sufficient to support monitoring of property assets and recording of income/expenditure</p> <p>Work experience in a professional practice, public sector or client side business</p>	<p>Experience in working a portfolio upgrading stock</p>
<b>Communication</b>	<p>Excellent verbal and written communication skills for report writing, speaking at meetings, liaison with tenants, developers, agents and similar professional associates</p>	

<b>Relationship Building</b>	Excellent and polished interpersonal skills to support liaison and work with commercial agents, partner agencies and tenants, good contacts across the industry	
<b>Analytical</b>	<p>Strong numeracy and financial skills to support monitoring of property budgets</p> <p>Good level of competency in Word, Excel and Powerpoint Experienced in use of email and internet</p>	Google workspace experience- training given
<b>Planning/ Organising</b>	<p>Able to keep calm when under pressure and when dealing with challenging situations</p> <p>Accurate, detailed, methodical and able to prioritise own workload to achieve targets and deadlines. Methodical in maintaining and correcting digital records.</p> <p>Able to both articulate and implement solutions, a 'completer finisher'</p> <p>Self-motivated and happy to work in a team or independently when required under own initiative</p> <p>Contributes to a happy, kind team dynamic and helps colleagues when appropriate and unexpectedly</p>	
<b>Other requirements</b>	<p>Attendance at public and other meetings and able to attend site meetings and inspect vacant property of varying types</p> <p>Appreciation of environmental issues and ability to articulate high level solutions to compliance issues</p> <p>Flexible with a requirement to work outside normal hours on occasions, including evenings and weekends</p> <p>Valuing kindness and compassion in the workplace but able to be direct and authentic to get results</p> <p>Acceptance of political restriction (if applicable)</p> <p>Ability to work with complexity and ambiguity</p> <p>Able to travel within the Adur and</p>	

	Worthing Districts	
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**Job description & Person Specification agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	