

Head of Property Strategy

Department: Infrastructure, Housing and Environment

Division: Property

Reports to: Director of Property

JE Reference: IHE1052

Grade: 15

JE Date: 19/4/2021

Job purpose

Leading the strategic management of the Government of Jersey Real Estate assets by developing a systematic approach to the optimisation of the Government estate to increase public revenue and facilitate the delivery of key initiatives that improve public services through the implementation of a joined-up Property management strategy across Government.

Develop a long-range plan to meet changing user requirements through demographic changes, client needs, service expectations, regulation and funding pressures, acknowledging the Island Plan and any other forward-looking protocols.

Job specific outcomes

Set and implement the Government estate management policies aligned to the Government strategic objectives for asset management and the framework for the corporate landlord function by translating political objectives, priorities and continuous improvement industry standards into achievable and affordable estate management deliverables to ensure effective management of the Government of Jersey real estate portfolio.

Drive improvements and research into industry best practice for planning, budgeting and forecasting estate management processes to create an effective and efficient strategy framework for the management of Government of Jersey property assets. Ensure that the performance of the estate is tracked, understood and managed using industry benchmarks such as cost of occupation and cost of provision of service to allow focus on either refurbishment, redevelopment or disposal of assets to configure the Government estate for effective and efficient operation.

Lead on the strategic management and configuration of the Government estate portfolio and land assets, coordinating the provision of title and closing, and surveying services such as boundary identification and land demarcation, to protect the Government's rights and maintain certainty over the extent of ownership and associated rights of use of publicly owned land and buildings and to inform strategic decision making about the future development of public assets that meet the needs of the Island. Advise on the Strategic Land Use Policy function within the Government of Jersey to deliver key Government policy initiatives, including the Property strategy and the Island Plan.

Create property performance strategies informed by coordinated asset performance analysis and property condition monitoring with the aim to improve the reliability and availability of physical assets while minimising risk and operating costs.

Work closely with the Corporate Asset Management Board and provide secretarial support, ensuring all governance processes are met for the good organisation of the Board and recording of key decisions on the Government Estate Management Strategy.

Lead a diverse team of professionals to manage, maintain and deliver a broad spectrum of property and surveying related data and management information that informs strategic decision making which will allow the Government of Jersey to realise maximum benefit from its estate.

Manage, develop and facilitate the use of Geographic Information Systems to enhance the viewing and analysis of the Government's property data, enabling improved services for the Government and people of Jersey.

Have responsibility for the delivery of design and pre-feasibility work for property projects related to the existing asset portfolio, including refurbishment, replacement, extension and modernisation work, to ensure that the Government estate is fit for purpose and offers a safe environment and effective facilities to all property users.

Set the framework for generating rental income from properties within the Public Estate that are let on commercial terms to increase the Government of Jersey revenue.

Have responsibility for the good coordination of planning processes for new buildings and infrastructure assets to increase the Government assets portfolio.

Provide estate management advice to Senior Leadership and Ministers, making clear recommendations and driving and maintaining a deep understanding of cost and performance drivers to support corporate and political decision-making processes.

Statutory responsibilities

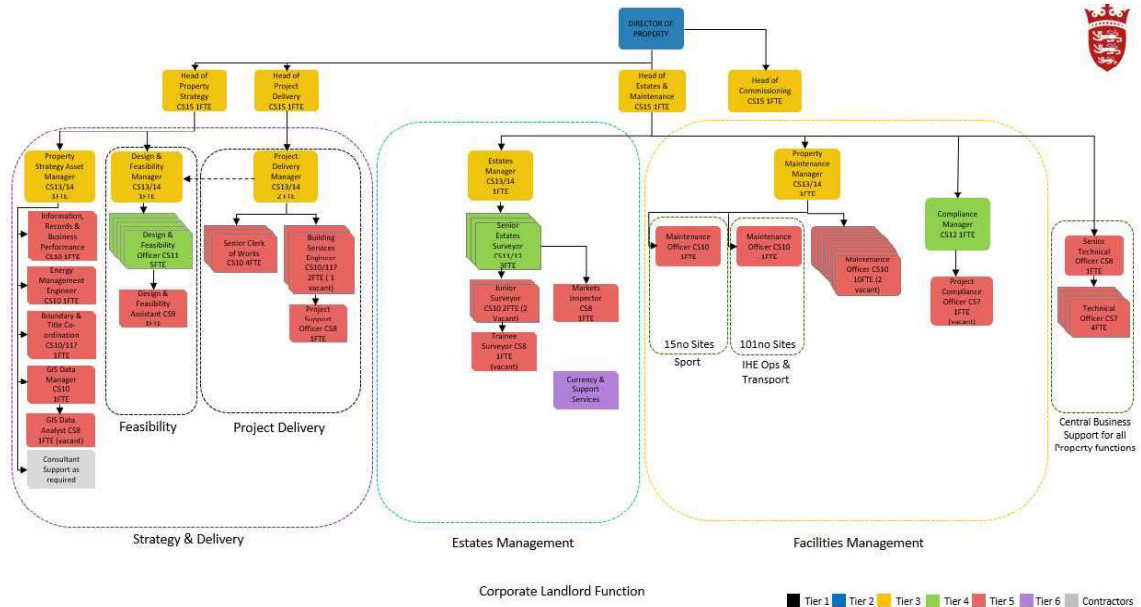
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services

- Property Strategy Management
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Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Level 6 Degree in a relevant specialism, e.g. Civil Engineering, Town Planning etc. or equivalent gained through significant practical experience.</p> <p>Post graduate qualification in a property related subject e.g. Property Development, Property Management, Real Estate or equivalent gained through substantial practical experience.</p> <p>Post graduate management qualification or equivalent.</p> <p>Full membership of a related professional body (e.g. RICS, RIBA, MCIQB, MAPM)</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Significant specialist knowledge of the built environment.</p> <p>Breadth of theoretical knowledge of developing and managing property strategy in multi-disciplinary organisation</p> <p>Detailed knowledge of local, UK and EU legislation, directives, regulations and international agreements with a comprehensive understanding of how they impact local legislation, policy frameworks and practices.</p> <p>Ongoing Continuing Professional Development to remain up-to-date with the latest methodologies and industry research and best practice.</p> <p>Knowledge of managing a budget and business planning processes.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Management reporting as it relates to this role.</p> <p>The departmental priorities, key objectives, risks and issues relevant to the department division and the role.</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language</i></p>	<p>Computer literate with ability to operate the Microsoft Office package.</p> <p>Ability to analyse and interpret complex specialist data to inform business</p>	<p>Driving licence (Group B)</p>

<p><i>fluency, vehicle license etc.</i></p>	<p>performance management and business development.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Strong relationship building skills.</p> <p>Good planning and organising skills so as to generate medium and long-term strategic plans for the relevant areas of responsibility.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation to a variety of audiences, including various strategic decision boards and Government of Jersey Ministers.</p> <p>Ability to communicate confidently and effectively in media interviews when required. Ability to communicate effectively to senior stakeholders, including politicians and Senior Management and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Must have extensive experience in Real Estate and strategic land use planning and management.</p> <p>Must have data management and interpretation experience.</p> <p>Proven management experience, including management of senior teams, obtained by a combination of professional experience and more formal management training.</p> <p>Experience in delivery against large budgets.</p> <p>Experience setting and deploying strategy at departmental / divisional level.</p> <p>A proven track record of achieving objectives</p>	

	<p>on time.</p> <p>Experience of best practice within the area/s overseen as part of the remit of the role to make recommendations for change.</p> <p>Experience working alongside senior stakeholders within the public sector or a similar context.</p>	
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Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 3 core accountabilities, attributes and behaviour indicators.

Organisational structure

