

Property Strategy Asset Manager

Department: Infrastructure, Housing and Environment

Division: Property

Reports to: Head of Property Strategy

JE Reference: IHE1057.1

Grade: 13

JE Date: 20/1/2022

Job purpose

Developing and implementing a systematic approach to the application of operational standards for the Public Estate in line with the Public Estate Strategy monitoring the condition and performance of the assets to inform the correct configuration of the estate and ensure optimisation and the most effective delivery of Government outputs and objectives.

Coordinating the implementation and monitoring of strategy and operational policy across the Property Directorate by developing a systematic approach to setting and managing operational standards and monitoring property asset performance to ensure optimisation of the Government's property assets in a way which supports the delivery of its key strategic aims and objectives.

Job specific outcomes

Develop and implement asset plans and business plans for management of the Government real estate assets, providing professional advice to senior management, Property operational delivery functions and service heads and managers from client Government departments.

Create and implement estates management policies in accordance with the Island Public Estate Strategy for asset management and the corporate landlord function by translating political objectives, macro strategies, 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.

Develop and implement the quality assurance and compliance framework for client departments to ensure the department is outward looking, encompasses best and/or new practice, and in order for services to be needs focussed and supported by effective planning and analysis of the intended outcomes.

Provide specific subject matter expertise to the overall direction, policy and leadership of client departments and initiate, develop and manage the implementation of initiatives to improve delegated services, to ensure buildings are fit for purpose and to reduce costs supporting high quality delivery and value for money.

Manage research into industry best practice for asset planning, budgeting and forecasting estate management processes to create an effective and efficient strategy framework for the management of Government of Jersey property assets.

Commission compilation of the necessary information to inform configuration of the Government estate portfolio and land assets, also working closely with in-house resources specialising in

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.

Inform strategic decision making about the future development of public assets that meet the needs of the Island.

Provide specialist estate and asset management advice to Senior Leadership and Ministers, making clear recommendations and driving and maintaining a deep understanding of cost and performance factors to support corporate and political decision-making processes. Deputise for the Head of Service and provide expert advice on the Strategic Land Use Policy to deliver key Government macro policy initiatives, including the Property strategy and the Island Plan.

Coordinate asset performance working synergistically with colleagues specialising in data analysis of property assets MI, property condition monitoring and development of efficiency strategies, to ensure optimised service delivery, cost effectiveness and to inform strategic decision making which will allow the Government of Jersey to realise maximum benefit from its property estate.

Manage Business Continuity and Critical Incident Management on behalf of the Head of Property Strategy, working collaboratively with the Information and Records capabilities to ensure good corporate governance and compliance across the directorate.

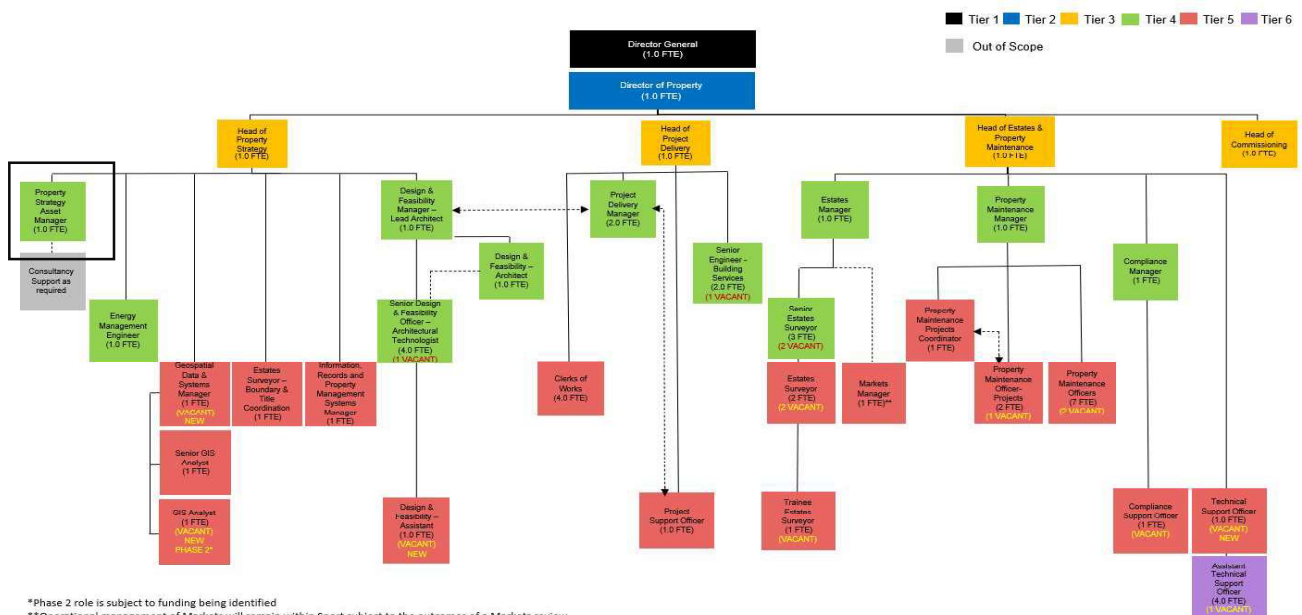
Work collaboratively with and utilise the data mapping outputs and expertise of the Geospatial Team to inform the performance analysis of the Government's property portfolio, enabling improved services for the Government and people of Jersey.

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.

Organisational structure



*Phase 2 role is subject to funding being identified

**Operational management of Markets will remain within Sport subject to the outcomes of a Markets review

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. Facilities Management, Property Management, Real Estate, Surveying etc. or equivalent gained through significant practical experience.</p> <p>Post graduate qualification in a Property related discipline or equivalent gained through substantial practical experience.</p> <p>Post graduate management qualification or equivalent.</p> <p>Certified member of a recognised Property related professional body (e.g. RICS)</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>Specialist knowledge across a wide range of estates and facilities management activities, property estates performance, MI and information governance, including strategic development, policies, procedures and systems.</p> <p>Breadth of theoretical knowledge of 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 fluency, vehicle license etc.</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 performance management and business development.</p> <p>Specialist technical skills across a range of estates, information governance and FM systems.</p>	<p>Driving licence (Group B)</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 Senior Management and Heads of Service.</p> <p>Ability to communicate confidently and effectively in media interviews when required. Ability to communicate effectively to senior stakeholders, 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>Experience in Real Estate and strategic land use planning and management.</p> <p>Data management and interpretation experience.</p> <p>Proven management experience obtained by a combination of professional experience and more formal management training.</p> <p>Experience managing budgets and monitoring expenditure.</p> <p>Commercial experience of operating FM activities across a diverse portfolio.</p> <p>A proven track record of achieving objectives on time.</p> <p>Experience coordinating day to day operations for a diverse range of areas of responsibility.</p> <p>Experience of contributing towards asset management approach informing macro strategy</p>	

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 4 core accountabilities, attributes and behaviour indicators.

Organisational structure

One Government Departments

