

## ASHFORD BOROUGH COUNCIL

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Head of Corporate Property and Projects</b>
<b>GRADE:</b>	MG4
<b>POST NUMBER:</b>	3133
<b>SERVICE:</b>	Corporate Property and Projects
<b>RESPONSIBLE TO</b>	Chief Executive
<b>JOB SUMMARY:</b>	<p>To lead a team of technical and professional staff that has responsibility for the delivery of the capital programme, managing council assets, delivery of other corporate projects and other services areas as required.</p> <p>To lead on corporate projects, delivering continuous improvement, creating a vibrant change culture through to implementation.</p> <p>To act as, and carry out duties of the “Corporate Property officer” as defined by the ODPM</p>
<b>ROLE REQUIREMENTS:</b>	
1.	To lead and manage a team of technical and professional staff and support them to deliver their services in an effective and efficient way. Ensuring that the customer needs are identified and responded to appropriately, and that the requirements of statutory duties are fulfilled.
2.	To lead the Corporate Property and Projects team by providing advice and guidance within area of professional knowledge and experience.
3.	Proactively contribute to corporate aims and objectives by playing a full role in corporate management team, leading and managing the implementation of new corporate projects, initiatives and processes and ensure that appropriate standards are maintained and that teams achieve required outputs.
4.	Provide support and advice to the unit’s managers in keeping abreast of, assessing and analysing the aims and objectives of the council in order that policy, strategy and programmes can be developed in response to these.

5.	Provide advice and guidance to the unit's managers in developing an annual service plan and programme of work for the teams ensuring that it links to the achievement of corporate objectives.
6.	To prepare reports for, and attend Cabinet Meetings, Policy Advisory Groups, Committees, Scrutiny meetings, task groups and working groups.
7.	To ensure that the appropriate portfolio holder(s) are adequately briefed and aware of issues within their portfolio.
8.	To be responsible for the units service budget, working with the unit managers and finance colleagues to build an annual budget for member approval.
9.	To work in partnership with key stakeholders, and be the council's lead officer on key groups when appropriate.
10.	<p><b>Equal Opportunities</b></p> <p>a) To promote equality of opportunity in employment and service provision, and eliminate unlawful discrimination.</p> <p>b) To recognise that people have different abilities to contribute to the Council's goals and performance and to take necessary action to give everyone a chance to contribute and compete on equal terms.</p>
11.	<p><b>Emergency Planning</b></p> <p>a) To participate as required in the Council's Emergency Planning operations including undertaking training and exercising as directed</p> <p>b) To participate in the response to an emergency which may involve duties outside your normal job description and at times outside your contracted hours.</p> <p>c) To participate in the recovery stage following the emergency.</p>
12.	<p><b>Business Continuity</b></p> <p>In the event that an incident has occurred which disrupts the Council's ability to deliver its critical functions, to undertake duties within your competencies in other departments and/or at other locations.</p>
13.	<p><b>Data Protection</b></p> <p>To ensure that data quality and integrity is maintained and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act, and other legislation.</p>

14.	<b>Health and Safety</b> All employees have responsibilities under The Health and Safety at Work Act 1974. These responsibilities are laid out in the Council's Health and Safety Policy, available on the Intranet or from Personnel.
15.	<b>Additional Duties</b> To undertake any additional duties of a similar level of responsibility as may be required from time to time.
<b>OTHER CONDITIONS: Essential User</b>  NOV 2015	

## KEY COMPETENCY AREAS

Ashford Borough Council uses a Competency Framework which describes the behaviours all staff are expected to display when performing their role. These behaviours are an important cornerstone of our recruitment and selection processes as well as our performance management processes.

LEADING BY EXAMPLE	WORKING WITH OTHERS
<ul style="list-style-type: none"> <li>• Communicate simply and clearly when writing and speaking</li> <li>• Accept responsibility for own area of work and learn from mistakes</li> <li>• Be consistent when making decisions and dealing with others</li> <li>• Welcome ideas and feedback and encourage openness</li> <li>• Remain calm and composed at times of pressure</li> <li>• Be positive and enthusiastic with a 'can-do' approach and be proactive, with a willingness to get involved</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others with respect and dignity at all times, ensuring that there is no discrimination regardless of background</li> <li>• Take time in conversations and meetings to listen to other people and consider their opinions</li> <li>• Provide help willingly, and share own knowledge, time and skills to assist others</li> <li>• Understand the feelings of others and show tact and empathy</li> <li>• Be approachable and pleasant to interact with</li> <li>• Positively engage with others and keep any criticism constructive</li> </ul>
MANAGING OURSELVES	ACHIEVING OUR GOALS
<ul style="list-style-type: none"> <li>• Inspire trust by demonstrating honesty and integrity</li> <li>• Manage workloads effectively to prioritise demands and meet deadlines. Use clear and realistic goals broken down into smaller objectives</li> <li>• Be self motivated and work hard. Use own initiative and require minimal supervision</li> <li>• Challenge yourself to learn and encourage others to make changes to enhance performance and standards</li> <li>• Demonstrate self awareness by understanding the impact of our own behaviour on others</li> <li>• Complete work to the highest standard possible whilst balancing the need to deliver with good attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Look at options before making a decision and promote acceptance of an appropriate level of risk</li> <li>• Be flexible and propose, accept and implement change where necessary</li> <li>• Be brave and use creativity and innovation to solve problems by doing things differently</li> <li>• Understand the direction of the council and where possible seek to replicate and develop good practice from all other sectors and apply their approach to the day to day role</li> <li>• Display loyalty and commitment to own role, team priorities and the council as an employer. Be fully focused on delivery</li> <li>• Be knowledgeable of own service area and have an awareness of the role of other council departments.</li> </ul>