



Job Description

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St. Helens Council

Post: Property Services Manager

Post Number: CPM1

Department: Urban Regeneration, Housing & Culture

Grade SCP 49-51

Responsible to: Estates & Asset Manager

Responsible for: All staff within the property service

Purpose of the Post: To manage the Councils Property Services including the disposal, valuation, development, maintenance, management and professional advice relating to the Councils operational and non-operational property portfolios

Duties and Responsibilities:

1. To lead and manage the Property Services Team comprising Professional, Technical and Administrative staff.
2. To manage both the Councils operational and non-operational property portfolios and to continually review and monitor the performance and use of these assets.
3. To develop and implement comprehensive building maintenance programmes across the Council's portfolios to ensure that assets are kept in good repair and condition.
4. Maximise income through effective management of the managed property portfolio and to negotiate and prepare development agreements, leases, licences, and tenancy agreements in respect of all Council assets.
5. To manage the Council's disposals programme and to identify development opportunities and potential regeneration projects through the use of its assets.
6. To manage, maintain and develop the Council's Asset Register to provide an accurate record of all available property data.
7. To effectively manage and develop the Property Services Team to assist the delivery of the Council's Asset Management Strategy and related plans, projects and maintenance programmes.
8. To be responsible for the provision of professional property advice to the Council and, where necessary, to procure and engage expert external consultancy advice on property matters.



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9. To project manage the delivery of property related capital projects including the procurement and appointment of external contractors/professionals.
10. To prepare and administer the Council's capital asset valuations in accordance with RICS Valuation – Professional Standards 2014, UK edition.
11. Undertake duties in relation to all staffing matters in accordance with the personnel policies and procedures of the Council and ensure a suitably trained workforce.
12. Comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
13. Comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of this post.
14. Comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of this post.

To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.

To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.

To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.

To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

This post not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.



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The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared: 11 February 2015

Date reviewed 12 February 2015