

## Role Description

**Role Title:** Property Investment Project Manager

**Location:** Yeovil / Agile

**Job Family:** Leadership and Management

**Grade:** 9

### Main purpose

Management and development of the Council's property portfolio to improve income generation and rate of return, secure revenue savings, and meet a range of operational, investment and regeneration objectives in line with the Commercial Strategy.

To ensure that the maintenance and operation of the Council's property assets is managed strategically to maximise its performance and ensure value for money.

### Key tasks

- To assist the Commercial Property, Land and Development Manager in managing the Council's property business in line with the Commercial and Property Strategies, to secure growth, maximise income and improve financial performance of the property portfolio and meet the Council's regeneration ambitions
- To provide a professional investment and asset management service and to liaise with officers of the Council, elected members and the public as required
- To be a core part of the in-house Commercial Property, Land and Development Team in delivering a commercially focussed, professional, responsive, competent, timely and cost effective service to the Council and its customers
- To contribute positively to the regeneration, housing, economic and social development of the District
- To provide appropriate professional advice and attend meetings of the Council's various committees as required
- To monitor and review relevant current legislation and to keep abreast of changes, and advise accordingly
- To work with and on behalf of key partners and external consultants
- To represent the Council at a senior professional level on matters relating to land and property

- To develop and maintain knowledge of land and property market opportunities and develop strong working relationships within and outside the Council in all related fields

## **Investment and development specific tasks:**

- To develop the Council's role as a property investor and property owner in commercial, housing and other income generating / regenerative projects
- To work within and deliver the governance, monitoring and reporting for investment and property decision making, and achieve agreed progress of delivery
- To measure and report investment and operational portfolio performance and development outcomes in line with the Commercial Property Strategy and Action Plan
- To develop business cases, development proposals, feasibility studies and project plans for the use of council sites or sites for acquisition
- To identify and promote major development opportunities through the planning process
- To enable the development of Council owned land for housing and employment generation
- To act as Project Manager where required
- To provide valuation advice to support major applications and development plan proposals, and negotiate associated financial contributions

## **Acquisitions and disposals**

- To develop a programme of appropriate acquisitions and disposals in line with the commercial strategy and underlying land and property strategy
- To lead or manage negotiations for land acquisition
- To lead or manage disposal negotiations
- To provide, procure and manage specialist advice on CPO

## **Property Management and Professional advice**

- To prepare and negotiate valuations and provide valuation advice as required, including regular asset valuations for internal purposes
- To procure the appropriate management of commercial property and leased property where required
- To review the Council's property holdings through the Commercial Strategy and recommend efficiency and/or suitability improvements to support service delivery
- To monitor and ensure compliance with covenants and obligations, and challenge where these may be removed
- To attend tribunals, court hearings and public inquiries as necessary, including providing expert advice
- To maintain suitable and accurate property records, including key performance indicators, in line with the commercial Land and Property Strategy
- Assist the Property, Land and Development Manager in taking responsibility for the maintenance and operation of the Council's estate, including Value for Money planned maintenance programmes, condition surveys, energy management, energy efficiency and renewable energy and facilities management

## **Team and financial Management**

- To manage budgets and financial resources
- To work with the Property Land and Development Manager to develop the team's business plan, work planning and prioritisation, setting and monitoring targets and objectives in consultation with the Director for Commercial Services and Income Generation
- To motivate and communicate positively with staff, consultants and contractors, and to negotiate and oversee the management of contracts
- To input to other Council strategies, policies and ambitions as necessary
- In addition, all staff are required to:
  - Carry out duties in a safe and proper manner both for themselves and for the wellbeing of others
  - Provide a good level of customer care both within the Council and for the public/ external bodies

- To carry out duties in accordance with the Council's Diversity/ Equality policy
- To assist in such other duties as may be allocated for the benefit of the organisation and their own personal development
- In pursuing a practice of continuous improvement and in seeking to ensure best value in all aspects of the service, take a positive approach to finding new ways of working and to using opportunities offered by technological change
- Fulfil the role of Senior Duty Officer as required, to deal with incidents, emergencies or other urgent matters both within the council and in the wider district and participate in the Council's Emergency Planning and Civil Contingency arrangements including but not exclusively co-ordinating or being part of a team co-ordinating the Council's response, managing rest centres, managing volunteers and organisations' response.

This Role Profile is not a definitive statement of your contractual obligations and could be subject to change.

## **Key Results**

- A programme of strategic investment/development acquisitions to secure South Somerset DC's income generation aspirations
- A programme of strategic regeneration projects, working with specialists and area teams as required
- A programme of strategic disposals to reduce revenue costs and generate capital receipts
- Energy efficiency and renewable energy programme
- Production, delivery and review of an annual Asset Management Plan
- An annual performance management framework with performance indicators that ensure a commercially focussed service delivering value for the Council and increased revenue
- Community Asset Transfer Programme
- Strategic land transfers as appropriate to support the development of social housing

## Personal Specification

### Professional and educational qualifications

Essential	Desirable
Educated to degree level or suitable relevant experience	RICS Registered Valuer
MRICS qualified or equivalent with some valuation experience	
Full driving license	

### Experience

Essential	Desirable
Appropriate and relevant post qualification experience, including: <ul style="list-style-type: none"> <li>• Estate Management</li> <li>• Development</li> <li>• Acquisitions</li> <li>• Disposals</li> <li>• Investment</li> <li>• Valuation</li> <li>• Regeneration and the promotion of Economic Development</li> </ul>	People Management
Presentation of written and verbal reports at a senior level	Budget management
Management and procurement of consultants or contractors	Compulsory Purchase procedures
Project management and the successful delivery of development related schemes	Strategic thinking
Negotiations, including: <ul style="list-style-type: none"> <li>• Development agreements</li> <li>• Partnership agreements</li> <li>• Property contracts and property management/valuation issues</li> <li>• Contracts for the provision of professional and technical services</li> </ul>	Innovation and creativity in securing solutions and problem solving

Multi-disciplinary project based working	
Assessing viability and cash flow in commercial and residential development projects	

## Key Skills

Essential	Desirable
Use of Argus Investor and Developer software (or similar), and spreadsheet skills	
Strong influencing and negotiating skills	
Coaching and motivation	
Good communication and presentational skills, both written and verbal	
Good prioritisation and time management skills	
Concise and accurate report writing	
Partnership development, partnership working and local networking	
Business planning and feasibility assessment skills	

## Knowledge

Essential	Desirable
Sound in Commercial and Residential Estate Management, acquisitions for operation and investment, disposal and development processes	Knowledge of the operation of local government in its local, regional and national context
Sound in valuation and development appraisal	Knowledge of public/private property partnerships, procurement of professional and technical advice and working with the local market
General understanding of the planning system, CIL and S.106 negotiations	General knowledge of grant funding relating to the property and housing sectors
General understanding of Economic Development, regeneration and housing	