



## COUNCIL OF THE ISLES OF SCILLY

### ROLE PROFILE

Role Profile					
<b>Job Title</b>	Officer: Assets and Property	<b>Job No.</b> (Office Use)		<b>Grade</b> (Office Use)	5
<b>Business Unit</b>	Strategic Development				
<b>Team</b>	Assets & Property				
<b>Reports to (Job Title)</b>	Head of Asset Management and Development				
<b>Location</b>	Isles of Scilly	<b>Shift Pattern</b>	37 hours per week		
<b>DBS check required</b>	No				

<b>Job Purpose</b>	<p>As a member of the Strategic Development business unit, support in the cost effective, robust and customer focused delivery of the Council of the Isles of Assets and Property service with a view to supporting business improvement.</p> <p>This is a front line role, with a high degree of contact and influence with external and internal stakeholders. Relationships will need to be built in order to enhance the reputation of the council and actions/recommendations will directly affect the achievement of operational targets and objectives and have a potential financial and reputational risk to the council.</p> <p>Manage and maintain the assets register and administer all leases, sales and acquisitions allocations and tenancy agreements for all commercial property owned and managed by the Council and in accordance with legislative and statutory requirements and Council policy.</p> <p>Prepare, review and monitor the Corporate assets strategy and the acquisitions and disposals policy in accordance with local circumstances and legislation.</p> <p>Assisting in managing the effective delivery of the implementation, coordination and maintenance to the Council corporate assets through a rolling programme of asset condition surveys, inspections, maintenance and service plans and work programmes, including prioritising day to day repairs required for the proper maintenance and improvement of properties.</p>
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	<p>Manage the corporate assets budget.</p> <p>Assist the Head of Asset Management and Development in managing wider assets and infrastructure, with particular responsibility for the management of caretakers and cleaners.</p> <p>Ensure that papers are of the required quality and that accurate records are kept of issues/risks and decisions and these are followed up as required.</p>
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<p><b>Autonomy and Accountability</b></p>	<p>Working within an operational and regulatory framework which governs the management and administration of local authorities. The work will be guided by established procedures in respect of service delivery. Escalation to Senior Officers and/or Managers will be necessary where established procedures or case precedents do not exist. Recommendations and, within agreed delegated authorities, decisions are required which are not bound by formal procedures and may include those relating to project performance and risk management.</p> <p>Responsible for decision making on a broad variety of matters within own work area, ensuring that in making decisions a range of options are explored and that risks and resource implications are taken full account of.</p> <p>Balancing of competing priorities arising from the delivery of a diverse and sensitive work area. This will include:</p> <ul style="list-style-type: none"> <li>• The resolution of project specific issues which enable the service to meet its performance objectives.</li> <li>• Identifying and mitigating risk at project or portfolio level arising from performance, compliance, finance or capacity.</li> </ul> <p>Dealing with high level casework within a challenging and often fluid environment where precedents are limited. Assimilating and analysing information/intelligence from a range of sources. This may involve seeking advice from internal/external specialists and the presentation of a reasoned case to the Senior Officer.</p> <p>Seeking out creative and practical options to resolve issues, within the regulatory constraints of public service and brokering solutions to cross unit working, to ensure balance of workloads.</p>
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<p><b>Relationships and Communications</b></p>	<p>Interpersonal and communication skills are required to build and maintain good working relationships with external organisations, elected Members and the community.</p>
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	<p>Negotiating skills are required to support acquisition of funding and ensure legislation and regulations are appropriately applied to the islands.</p> <p>Support the implementation of the Council's corporate communication Strategy. Ensure that this strategy is fully implemented and that high quality communications materials are produced and developed to inform the Council's communications activity.</p> <p>Take into consideration a range of stakeholder perspectives, utilising this intelligence to inform policy and approach. Initiate consultation and feedback.</p> <p>Maintain effective relationships with a wide range of Council officers, stakeholders and key partners to ensure that project/portfolio level issues are progressed and dealt with effectively and in a timely and efficient manner and that action is in line with Council policy.</p> <p>Exchange information with internal and external stakeholders, including complex or unpopular decisions, in accordance with agreed Council communication lines.</p> <p>Represent the Council in local level forums.</p>
<p><b>Management of Resources</b></p>	<p>Contribute towards the delivery of core Council services and significant investment programmes. The role will involve monitoring achievements against planned activity.</p> <p>Due to the cyclical nature of council work, the role will involve ensuring that the team responds to organisational changes in a way that does not compromise operational viability. This will include maintaining momentum and motivation, providing team members with the necessary support and capabilities to adapt to changes in working. Strong motivational drive and enthusiasm is required.</p>
<p><b>Working Conditions and Demands</b></p>	<p>Prioritise conflicting demands.</p> <p>Ensure that reports and performance information including financial information is presented to the relevant Senior Officer.</p> <p>Manage flexible workload at different stages of the year.</p> <p>Handle commercially sensitive/protected information and data.</p>

<b>Experience, Knowledge and Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Degree or equivalent experience.</li> <li>• Experience of commercial property or willingness to study</li> <li>• Proven successful delivery of administrating and operating local authorities assets to achieve objectives.</li> <li>• Working knowledge of legislation and policy related to responsible area and of good practice.</li> <li>• Financial and commercial awareness</li> </ul> <p><b>Desired</b></p> <ul style="list-style-type: none"> <li>• Experience of operational delivery.</li> <li>• Relevant professional qualification</li> </ul>
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<b>Corporate Standards</b>	<ul style="list-style-type: none"> <li>• In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>• Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>
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