

Role Profile

Part A - Grade & Structure Information

Job Family Code	9RT	Role Title	Property Portfolio Lead - West
Grade	PS9	Reports to (role title)	Head of Data, Digital, Property and Specialist Projects - SFRS
		Directorate/School	SFRS
JE Band	314-370	Service / Department	Surrey Fire and Rescue
		Date Role Profile was created	Dec-22

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	The post holder will support the planning and delivery of small and large projects across the SFRS portfolio of 25 fire stations, specialised training facility and ancillary buildings across the county in relation of:- •Major capital delivery projects such as new fire stations builds to ensure that fire crews' operational and welfare needs are considered as well as taking into account Health & Safety guidelines, NOG (National Operational Guidance for Fire staff) and compliance with building regulations whilst considering SCC's greener agenda. •Major projects relating to fire station enhancements to ensure adherence to national guidelines, standards and compliance. •Regular and on going maintenance and repairs to all buildings. The above will require close liaison with SCC Land and Property Team, architectural teams and building contractors to ensure they are executed smoothly and effectively with minimal disruption to operational crews and staff. This will require good communication and interpersonal skills. They will work equally well on their own or as part of a small team. The postholder will require specialist expertise and knowledge of buildings and recurring issues relating to property maintenance. The post holder reports to the Head of Property - SFRS, and works within broad guidelines, acting on own initiative ,making decisions on a day-to-day basis, planning major projects and able to meet deadlines in an landscape of ever changing priorities. The post holder will have the delegated authority of the Head of Property – SFRS to resolve everyday problems and projects as required.
Work Context	The postholder will be knowledge enough to suitably challenge contractors to ensure value for money in proposed and planned works. They will also require knowledge about statutory requirements and monitor and report on service wide issues such as security, maintenance and cleaning of premises, plant and machinery and compliance with health and safety requirements. They will have a broad remit and need to be able to quickly establish effective working relationships with partners and contractors on a regular basis. The post holder will lead service driven projects through to completion across the property portfolio. The postholder will ensure that progress updates are provided to Head of Property, Operational crews and staff of projects and repairs in a timely fashion. They will create and maintain the team's sharepoint site, the team's associated operating procedures, and standards documents, as well as playing a proactive role in team related working groups. The postholder must have excellent organisational skills, be able to prioritise own workload and be adaptable to emerging priorities. They will be committed to continual positive improvement across all aspects of the SFRS portfolio. The postholder will be required to work from property locations around Surrey and should be willing to travel. They may be required to work flexibly outside normal working hours to complete works. Occasionally, the work will be outside in all weathers and involve working in confined or dirty spaces. The postholder will hold a clean driving license to enable county wide travel. Vehicle and appropriate PPE will be provided.
Line management responsibility if applicable	None
Budget responsibility if applicable	The post holder will monitor maintenance contracts up to a value of approx £400k to ensure that SCC is receiving added value . Responsible for raising all Property related Purchase Orders using the SCC ptocurement system and has a credit card for small to medium station and works purchases.

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. Policy and Compliance • Input as required to the development of strategies and policies. • Provide guidance and support to stakeholders as required to ensure policy and specification compliance. People & partnerships • Deliver high quality technical advice/ services engaging a range of stakeholders. • Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate. • May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained. Resources • Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with organisational policies and procedures. • May have delegated responsibility for a budget(s). Analysis, Reporting & Documentation • Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Appropriate technical qualification at Degree, HND or HNC level. • May require a specialist technical qualification or membership of an appropriate professional institution. • Sound understanding of subject matter, legislation, principles and practices relevant to the technical area. • Ability to apply project management principles and techniques to manage a range of projects through to completion. • Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Ability to work on own initiative, with solution focused problem solving skills. • Proven written and oral communication with the ability to engage and work in collaboration with others. • Comprehensive knowledge of computerised business systems.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Full clean driving license required and willingness to travel to different locations across Surrey Good working knowledge of Health and Safety regulation incl Asbestos Excellent verbal and written communication skills Experience of arranging and planning repairs and maintenance works
Role Summary	Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.
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