

Role Profile

Part A - Grade & Structure Information

Job Family Code	14BF	Role Title	Head of Acquisitions & Disposals
Grade	PS14	Reports to (role title)	Assistant Director - Estates
		Directorate	Environment, Property & Growth
JE Band	735-879	Service/Department	Land & Property
		Date Role Profile was created	Nov-24

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	<p>To lead the acquisition and disposal functions for the Estates department of Land and Property. To develop a programmes for the delivery of capital receipts line with the Council's Medium Term Financial Plans. To lead on acquisitions both freehold and leasehold to support the Council operational projects. To provide expert advice to assist in the formulation of business plans, including valuation, planning, and development. To have a thorough knowledge of local and national public sector laws and governance as it pertains to property. To lead and manage the annual asset valuation programme.</p> <p>To deputise as necessary for the Assistant Director - Estates in respect of acquisition and disposal activities, and work collectively within Estates and L&P to provide a resilient and unified approach to partners and customers.</p> <p>To develop, instigate, manage and deliver programmes for the acquisition and disposal of property to meet the organisation's requirements and targets, in accordance with statutory and regulatory requirements and to secure best value. To validate the advice from external advisors in terms of valuations.</p> <p>Liaising with Finance, Members and other stakeholders to oversee new asset acquisitions and innovative approaches to the development of the organisation's surplus assets. Lead on the governance for acquisitions and disposals as appropriate including the production of business cases, and board/cabinet papers. Instruct legal services and on due diligence.</p> <p>Input expert knowledge into the review and planning of assets to ensure informed decisions are made on the management of assets belonging to the organisation and its partners, business plans and service plans. Provide advice on the best means of disposal and acquisition, and numbers to assist in the formulation of business cases and asset plans.</p> <p>To liaise with Members and prepare reports for Members and Cabinet concerning property aquisitions and disposals.</p> <p>To work closely with colleagues across Property and Procurement in scoping and securing appropriate external advice relating to disposal and acquisitions, and to effectively manage external supply and advisory relationships.</p>
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Work Context	<p>This role is based within the Estates Team, in Land & Property. As well as estates and asset management, the Estates team is responsible for investment, acquisitions and disposals and income generation. The department provides high quality professional property services to customers both within and beyond the organisation. Post holders will need to bring expertise and innovation to their role and will work on local, regional and collaborative projects, often as part of a multi-disciplinary, cross functional team.</p> <p>The post holder will need to work with colleagues across the Land & Property Team and the wider Council. The team currently operates from Woodhatch Place in Reigate, but within the context of an agile working environment. Staff will be expected to operate in a flexible way to meet the needs of our customers and work demands, using agile working methods that allow business to be conducted from multiple locations.</p>
Line management responsibility if applicable	Will have management responsibility for the Acquisition and Disposal Team, direct line management of the Senior Development Manager.
Budget responsibility if applicable	Will manage a consultancy budget on behalf of Surrey County Council in respect of preparing sites for sale, sales and acquisitions and valuations.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Develop, co-ordinate and support service planning for the service or functional area to ensure the delivery of high quality, value for money and consistent services in line with agreed service standards and statutory requirements.</p> <p>Develop, and recommend policy and practice improvement in the relevant service/functional area, working collaboratively across the area and consulting with key stakeholders, to ensure effective implementation that supports continuous improvement.</p> <p>Provide professional leadership to the team/s and/or colleagues, strengthening skills and competence and fostering a strong culture of standards, performance and accountability to deliver public value and efficiency.</p> <p>As a lead expert in a specialised field provide timely, accurate and customer focused advice and guidance to managers to support good practice and compliance with statutory requirements.</p> <p>Maintain effective budgetary control, while ensuring legal, regulatory and policy compliance within area of responsibility are effectively managed, and that effective systems operate to manage performance and risk.</p> <p>Lead major programmes and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery.</p> <p>Champion and manage transformational change and embed new ways of working to ensure</p>

	<p>high quality service delivery and value for money.</p> <p>Work collaboratively internally and externally to ensure that issues are effectively managed and foster partnership working to promote sustainable service improvements and generate efficiencies.</p> <p>On call - be available if required to maintain key service delivery and in the event of a serious incident.</p> <p>Duties for all Values: To uphold the values and behaviours of the organisation(s). Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: Responsible for ensuring health and safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety policies are fully understood and carried out by employees within their service area. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree or equivalent level professional qualification plus experience at management level in a specialist area in a complex business environment. • Extensive knowledge of the principles of change management, project management and continuous improvement, and their practical application. • Authoritative knowledge of the work practices, processes and procedures relevant to the role, together with broader sector/commercial awareness. • Ability to balance policy development with effective operational management. • Ability to deploy advanced skills to inspire, motivate, coach and develop team members to high levels of performance. • Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills, and the ability to work collaboratively with internal and external partners/professionals.. • Proven ability to manage budgets and available resources to deliver effective support to their area of responsibility. • High level analytical skills and able to apply evaluative judgement and provide practical and creative solutions. • Proven ability to assess risks and benefits in a complex environment and respond appropriately.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Experience working in similar field for 10 years and member of the RICS Ability to develop property strategies necessary to support service needs Experience of using Property and mapping databases Able to interpret property market trends Able to identify and exploit opportunities for income generation and efficiencies from a property portfolio</p>

Role Summary	<p>Roles at this level are senior managers leading the provision of a multi functional support service within one of the organisation's service areas, or coordinating a specific business development or advisory area. Role holders are often members of the departmental or service management team and will help to develop the service's strategic aims and objectives. They require expertise in a specialised field or a broad understanding of relationships between different fields, and advise managers and colleagues on good practice and compliance with statutory requirements.</p> <p>This level requires the ability to select, develop and assess the suitability of ways of working, together with highly developed skills in persuading, influencing, developing and motivating people and partnerships to achieve service objectives. Role holders exercise flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance.</p>
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