

## Role Description

<b>Role title</b>	Property Project Officer
<b>Directorate</b>	Resources and Corporate Services
<b>Reporting to</b>	Senior Property Manager
<b>Grade</b>	12
<b>Evaluation ref.</b>	TR0048
<b>Role Purpose</b>  <p>To manage and co-ordinate a range of property projects to deliver strategic outcomes for the council, ensuring the council's estate is optimised and developed effectively. Works alongside departmental technical / professional property staff as well as a wide range of internal and external stakeholders to assess, initiate and progress projects. Ensures that business requirements are well understood and options for change are developed and considered thoroughly and effectively. Supports technical / professional property to progress complex projects by managing stakeholders, governance and project co-ordination effectively.</p>	
<b>Key results area</b>	<b>Accountability</b>
Project co-ordination	<ul style="list-style-type: none"> <li>Co-ordinates or manages a caseload of property change projects, liaising with occupants, partners, community stakeholders and technical / professional staff across the department in a co-ordination role to ensure projects are delivered on time and to budget. Projects could include: <ul style="list-style-type: none"> <li>Acquisition, construction, refurbishment, de-carbonisation or complex maintenance projects.</li> <li>Complex accommodation moves or co-location projects.</li> <li>Asset transfers or asset devolution projects.</li> <li>Other property or estates projects with a high degree of complexity, a requirement for multi-disciplinary resources, or complex governance / stakeholder requirements.</li> </ul> </li> <li>Works with service occupants and clients / commissioners to understand property needs and trends, and to plan and review project scope. Facilitates and supports gateway / project initiation and value engineering decisions.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Works in partnership with other public bodies to develop and implement co-location or joint working projects.</li> <li>• Monitors the progress of projects and works with business / client stakeholders and departmental technical / professional staff and managers to solve problems, ease resource constraints or re-programme work.</li> <li>• Co-ordinates the work of multi-disciplinary teams, ensuring roles and interdependencies are clear and well-managed.</li> <li>• Accountable for delivery of projects within area of responsibility; reports to senior departmental / client managers on progress at project level, escalating risks and issues as appropriate.</li> </ul>
Research, scoping and analysis	<ul style="list-style-type: none"> <li>• Works with service occupants and clients / commissioners to understand property needs and trends, and to plan and review project scope. Facilitates and supports gateway / project initiation and value engineering decisions.</li> <li>• Gathers data from a wide range of sources to analyse and understand current and likely future property use. Presents conclusions and recommendations to professional staff and senior managers to inform property review and asset management decisions.</li> <li>• Accountable for delivery of feasibility, scoping and options appraisal / property review exercises projects within area of responsibility; reports findings directly to senior departmental &amp; service managers.</li> </ul>
Asset Disposals and Terminal Management	<ul style="list-style-type: none"> <li>• Works with City, Town and Parish Councils to support the transfer and handover of assets transferring through asset devolution processes.</li> <li>• Co-ordinates and supports more complex site / building disposal work. Co-ordinates and manages decommissioning, clearance and other pre-disposal terminal management procedures for properties prior to repurposing or disposal.</li> <li>• Accountable for delivery of effective transfer or terminal management arrangements within area of responsibility; reports progress and outcomes directly to senior departmental and service managers, escalating risks and issues as appropriate.</li> </ul>
Stakeholder liaison & business partnering	<ul style="list-style-type: none"> <li>• Represents the Strategic Asset Management department internally and externally with a wide range of service, partner and community stakeholders; develops strong working relationships and understanding of the tactical environment and business objectives of services and partner organisations.</li> </ul>

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	<ul style="list-style-type: none"> <li>Provides advice and guidance to internal client service functions, including signposting and initial advice on a range of Asset Management matters outside of specialism. Supports senior departmental business partners to ensure service functional needs and perspectives is fed into wider asset management strategy and decision making.</li> <li>Co-ordinates and manages communications with a wide range of internal and external stakeholders according to project needs.</li> </ul>
Budget management, governance, and performance reporting	<ul style="list-style-type: none"> <li>Supports effective financial management of project budgets / grant funding streams by developing costs and budget plans for less complex elements of project delivery.</li> <li>Ensures programmes and projects are governed effectively and in accordance with council and departmental procedures; where appropriate leads on report writing, briefing and governance for projects within area of responsibility.</li> <li>Reports directly to Directors / Lead Members on progress at programme level (or project level for larger, complex projects), escalating risks and issues as appropriate.</li> </ul>

### Dimensions of role (Box 4)

- Accountable for caseload of projects / programmes across area of responsibility; co-ordinates a number of concurrent projects (e.g. 2-4 larger, complex projects; 8-12 smaller, less complex projects).
- Responsible for co-ordinating / instructing a wide range (c. 10-20) of internal and external stakeholders, suppliers and specialist agents / advisors.
- All property project work is carried out with a long-term planning horizon – c. 10-15 years for refurbishment / optimisation projects; 30 years+ for asset devolution and development projects.

### Qualification/ Knowledge / skills / experience (Box 5)

#### Qualifications

- A level qualification (s) or relevant / related equivalent higher level qualifications (e.g. certificate in Asset or Business Management) or equivalent experience - Essential
- Project / Change management qualification (e.g. MSP, Prince II etc.) - Desirable

#### Skills

- Proven project management skills – Essential
- Proven ability to deliver complex projects with limited supervision – Essential

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### Experience

- Evidence of working with and influencing stakeholders and partners – Essential
- Evidence of ability to develop, analyse and evaluate data and complex information – Essential
- Confident to work on own, independently and as part of a team – Essential
- Experience of managing projects and co-ordinating multiple resources – Essential
- Experience and working knowledge of property and related functions in a local government context - Essential
- Experience of advising stakeholders and clients on complex issues relating to role - Essential
- Working knowledge of the statutory, regulatory, policy and contractual frameworks within which client service areas operate – Essential

### Notes (Box 6)

Competencies / attributes	[refer to competencies / attributes framework – emphasise relationship building / stakeholder management / seeing the big picture]
Working conditions:	Regular travel to a variety of sites around Somerset, including site visits to a wide range of assets, some which may require some physical effort to access.
Working arrangements:	N/A