

Assistant Director of Property and Projects

Candidate Pack

August 2022



Welcome from the Executive Director for Place and Economic Growth

Dear Candidate,

Thank you for your interest in the role of Assistant Director of Property and Projects.

This is an exciting time to join a co-operative Council in a role which is crucial in shaping the borough over the next few years. Having recently joined the Council myself, I am looking for a proven senior leader to work across the authority to deliver the Council's ambitious plans for **Creating a Better Place** in respect of our strategic redevelopment projects and whole life planning, maintenance and investment of the corporate estate.

You will be leading brilliant teams who have worked tirelessly to embrace innovation and new ways of working to provide service continuity over the last eighteen months during the pandemic: ensuring excellent customer service and bidding successfully for redevelopment funds to deliver the Council's much needed homes and jobs, and to kickstart a fresh approach to asset management as a fundamental principle for economic recovery.

Oldham is an ambitious and exciting place - we're tackling our housing needs head-on and we're delivering a significant investment programme, including more than 2,000 new Council homes, regenerating our town centre and rationalising our wider Council accommodation buildings through an ambitious capital programme to help deliver homes, jobs and skills to enhance opportunities to improve the health and wellbeing of our communities.

The postholder for this role will have an important part to play in all of this as you will need to provide the strategic direction and professional leadership, to ensure the effective commissioning, delivery and co-ordination of high quality, sustainable and efficient capital projects and to ensure compliant and effective management of the Council's property portfolio, working collaboratively, internally and externally with partners and colleagues.

As an Assistant Director, you will be an innovative and strategic thinker with the ability to maximise the potential of the services you lead including major project delivery, asset management, property management and facilities management functions. You will need to determine the strategic direction of corporate property / assets and capital projects, and anticipate the changes influencing policy and legislation, as well as evaluate the risks and opportunities, putting appropriate strategies/plans into action. This is a unique role and we're looking for a dynamic person that not only can lead and motivate our teams to ensure high levels of performance, but can also identify strategic opportunities and provide support, collaboration and challenge that is required by other services to deliver their programmes.

We are looking for someone who can rise to the challenges facing local government by working in partnership; recognising that creating meaningful change cannot be done by one person or one team alone if the Council is to make a positive impact on the quality of lives of the people of Oldham.

In return we offer a wide range of staff benefits, career development opportunities and strong transparent leadership. We recognise that our people are our most important asset, all of which is backed by strong political and officer leadership – ensuring you have the tools you need to succeed. This is a very exciting time in Oldham and this post will play a lead role in delivering the Council's huge ambition to deliver new homes, jobs and skills and the passion to deliver the priorities of our residents.

I wish you every success with the recruitment process and thank you once again for registering an interest in this post. Good Luck!

Emma Barton
Executive Director for Place and Economic Growth

Assistant Director of Property and Projects

To apply:

Please submit your CV and supporting statement to: www.gatenbysanderson.com/jobs/GSe90499

The closing date for the role will be: Midday on Monday 29th August 2022

We aim to shortlist on: Wednesday 31st August 2022

And we are looking to hold interviews on: Friday 9th September 2022

Contact details:

For more information about the role, please contact our advisor at GatenbySanderson, Nick Cole on 07867 451183.

After reading through this pack, if you wish to find out more about Oldham, please visit our Leading Oldham site: [Leading Oldham – Leading Oldham](#)

Assistant Director of Property and Projects

About Oldham

On the edge of stunning Pennine landscapes, yet only a short tram journey from Manchester city centre, Oldham is a fantastic place to live, work and enjoy.

Ours is a borough of contrasts. Almost a quarter of Oldham lies within the spectacular Peak District National Park, with picturesque Saddleworth villages offering the best of rural life. Meanwhile, our town centre is undergoing a huge transformation, with plans for a new shopping centre, market and food hall, park, and cultural attractions now well underway.

We're proud to have one of the most diverse populations in the country, with around 150 different languages spoken by our community. Our growing Pakistani and Bangladeshi communities make up more than a fifth of our residents, while our fastest-growing demographic is in the 'white other' category, a group primarily made up of those of Polish and Romanian heritage. This is a place where people from all cultures play, learn and work together.

Living and working in Oldham

Perfectly positioned on the edge of Manchester, with easy access to Manchester city centre and surrounding attractions, we're also just a short journey from fantastic walking, climbing and biking opportunities in the Peak District national park, as well as popular tourist hotspots on both sides of the Pennines.

Our borough is teeming with affordable properties, excellent schools (almost 80% are rated Good or Outstanding by Ofsted) and super-connected transport links.

Direct road links from the M60 and M62 make driving to work an easy option for many. However, public transport links are also fast and easy; with a direct Metrolink line into Manchester city centre, and bus routes across Greater Manchester and beyond. Meanwhile, Manchester Airport is easily accessible for international travel.

Enjoying our borough

Oldham is the North West's prime destination for walking, cycling and horse-riding. Our beauty spots of Dove Stone reservoir, Tandle Hill Country Park and Saddleworth attract visitors from across the North; and with the creation of Northern Roots country park our outdoor offer is only set to improve further.

We're proud of our diverse cultural heritage, steeped in our manufacturing past and enriched by the strong communities who are proud to call us home. We play host to a wide range of events and festivals – including Saddleworth's world-famous brass band contest – and have an array of museums, galleries and a digital heritage trail that tell Oldham's story.

Why work for us?

It's an exciting time to join us here Oldham, as we build a fairer, more inclusive borough that works for everyone.

We've got an ambitious strategy which will create new jobs, new homes, and top-quality new public spaces for all our communities to enjoy. At the centre of those proposals is our new-look town centre. We've recently purchased the Spindles shopping centre, where we're working with local businesses to create opportunities for economic growth and

innovation, alongside plans for a new public park, a theatre, office space, shopping and leisure opportunities, housing, the UK's largest urban farm and country park – and much more.

But while we've got big plans, we're dedicated to delivering the very best public services Oldhamers need and deserve. That means getting the basics right – cleaning the streets, collecting waste and looking after our environment – while also ensuring that people get all the help and support they need, particularly the most vulnerable.

By working in partnership with our communities, listening to what they have to say, and taking action, we will keep improving our services to be the very best they can be. We're committed to reducing inequalities, tackling poverty, and ensuring everyone has the opportunity to fulfil their potential – whichever of our wards they're born in.

Our priorities

In June 2021, we published our Covid Recovery Strategy setting out how, over the next 18 months, we will tackle the impact of the pandemic, while recognising that some of our communities have been hit far harder than others. More information can be found here: [Covid Recovery Strategy | Oldham Council](#)

We will redress the very real long-term impacts that Covid has had on local people's physical and mental health, their finances, local jobs and businesses and the education of our children, giving Oldham the best chance to recover as quickly as possible.

Leading the way is our new Council Leader who has a clear vision for how we recover from the pandemic while making a positive difference to all our residents – tackling poverty, celebrating our rich diversity, and keeping our borough safe, clean, and green.

We have a clear set of values that outline how we do business. We share these borough-wide with our residents, partners and businesses:



Working together to achieve the best for our people and place, we'll live by **five key behaviours**:

- Working with a resident focus
- Supporting local leaders
- Being committed to the borough – we're very proud to work for Oldham and we want you to be too

- Taking ownership and driving change – we need to anticipate the needs of residents, look for improvements in the way we support them and think about how we could do so more effectively.
- Delivering high performance – we set clear targets and look to be efficient in everything we do. We want team members to challenge, look to improve existing ways of working and take responsibility for their personal development.

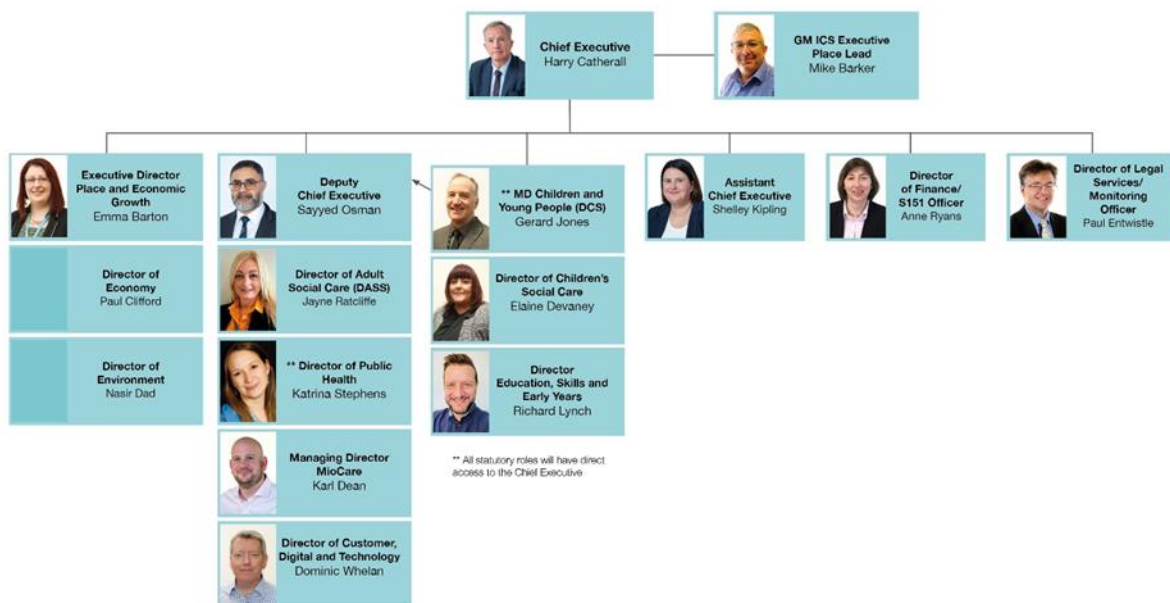
Staff Benefits

Click here to find out about some of our fantastic staff benefits: [staff benefits](#) | [greater jobs](#)

Structure Chart

Below you will find the Senior structure chart of Oldham Council

Director Leadership Structure



OLDHAM COUNCIL

JOB DESCRIPTION

Job Title: Assistant Director of Property and Projects	
Directorate: Place and Economic Growth	Division: Economy
Grade: AD2	

Job Purpose:

To provide the strategic direction and professional leadership, to ensure the effective commissioning, delivery and co-ordination of high quality, sustainable and efficient capital projects and to ensure compliant and effective management of the Council's property portfolio, working collaboratively, internally and externally with partners and colleagues

Property:

- To provide strategic leadership to asset management, property management, facilities management functions, including utilisation, maintenance and compliance
- To lead on all land, property and projects within Creating A Better Place strategic programme to provide revenue savings in line with Medium Term Financial Strategy, ensure capital receipts are received, and project expenditure managed to ensure best value obligations and value for money priorities are achieved.
- To lead the utilisation of the corporate estate and ensure TEAM Oldham are accommodated in line with New Ways of Working in the most efficient way to deliver Council services
- To be responsible for implementation and continued review of Asset and Property Management Plans

Projects:

- To provide strategic leadership to all economic projects within the Creating a Better Place Capital programme, including new build, refurbishment, and education capital programme
- To embed excellent programme and project management, performance management, technical compliance, risk and financial management of all capital works programme and projects
- To lead submission of funding applications to secure external funds (public and private investment) to support project delivery
- To lead robust and evidence led business case development for all projects
- To co-ordinate the delivery of outcomes for local people in terms of developing high quality places and buildings in a way that supports sustainable economic, social and environmental regeneration and financial efficiency

Key Tasks: Strategic Property

- To develop and deliver a clearly articulated property and asset management strategy for the Council and be responsible for all asset, land and property management, acquisitions and disposals in alignment with corporate policies and procedures;

- To discharge the relevant statutory duties and responsibilities in relation to effective asset management of the Council's property portfolio and be responsible for land and property transactions across the authority;
- To strategically oversee all land acquisitions and disposals to support Regeneration and Housing strategy initiatives.
- To strategically oversee all property transactions on behalf of the council, and the provision of strategic property advice across the Authority. For example, disposals, acquisitions and leasing, Right-to-Buys, and instructing capital valuations.
- To strategically manage the Council's commercial real estate and community property portfolios, to maximise rental return and support economic growth
- To strategically oversee lettings, lease renewals, rent reviews, voids, landlord and tenant work, arrears, administer the collection of rents, payment of head rents, and service charges.
- To strategically oversee the Council's asset and property management system, which holds details of property ownership, status and valuation.
- To strategically oversee and manage any Community Use of Assets to support community activities and delivery of services

Key Tasks: Corporate Accommodation

- To strategically lead the client function across the Council's corporate estate and act as custodian of the Council's Land and Property protocols and to subject these to regular review and performance monitoring
- To ensure the Council undertakes its statutory functions for all assets, land and properties and provides the corporate lead on H&S across the Council's corporate estate and develop policy, systems and processes, and ensure building safety compliance
- To ensure that the Division is equipped to address all Government inspections and other external scrutiny in order to achieve positive outcomes and high standards of provision for service users.
- To be accountable for significant budgets, maximise available funding, directly influence the budget setting and long term financial planning of the division/group and demonstrating value for money and adequate risk management in the delivery of its services.
- To strategically oversee alignment with asset and property legislation, policy and operational procedures
- To lead on the management of relationships with key relevant regional and national property partnerships and to attend external meetings at a national and Greater Manchester level
- To ensure the best value is achieved in relation to all property transactions connected with the Corporate Landlord function
- To work with Council and Combined Authority colleagues to ensure the development and delivery of strategies and action plans that will deliver economic growth by helping to facilitate and promote both human and physical regeneration
- To strategically ensure that the Corporate Estate is sustainable and energy efficient in support of the ambitions set out in the Green New Deal

- To ensure the Council undertakes its statutory functions for H&S, first aid, property management, cleaning, catering, parking services and provide client management function for Facilities Management
- To be strategically responsible for ensuring effective client management arrangements in respect of the relevant services provided by external asset managers and property specialists.
- To undertake risk management and all relevant aspects of statutory and local Council policy compliance effectively and proactively.

Key Tasks: Project Delivery

- To strategically lead major regeneration and development projects and provide excellent professional programme / project management, construction technical advice, and finance, performance, and quality assurance for all projects within the programme
- To strategically lead on the co-ordination, monitoring and evaluation of regeneration investment frameworks and delivery plans.
- To lead and manage programme management compliance and technical excellence from concept ideas, through design and development, engagement, delivery and post-scheme maintenance / whole life costs
- To ensure that effective investment and business cases are robust and evidence led, and ensure they are developed, delivered, monitored and evaluated.
- To ensure interdependencies are managed across the Creating a Better programme including compliance with other strategies including economy, skills, place shaping, image, branding, arts and culture and visitor economy.
- To ensure that the service contributes fully to corporate asset management planning and capital investment strategies, sharing experience and expertise.
- To co-ordinate the development of funding bids for Capital Projects that will support the delivery of our regeneration plans and programmes.
- To ensure that appropriate governance processes are in place for projects and programmes led by the Division so that the Council and other agencies fulfil their legal and financial obligations to the full satisfaction of internal and external scrutiny bodies
- To develop effective partnerships between the Council, local communities, stakeholders, land owners, developers and other government agencies to achieve the shared outcomes of the capital programme and asset management strategy, and to influence public policy and decision making
- To bring ideas and innovation to the design and delivery of services to better meet the needs of the council, local businesses and the wider community

General Responsibilities:

1. To determine the strategic direction of all corporate property / assets and capital projects, and anticipate the influencing changes, both internal and external, to evaluate the risks and opportunities, and put appropriate strategies/plans into action.
2. To lead the management, development and continuous improvement of the services under your remit to develop and embed a high-performance culture, maximise efficiencies and deliver

innovative and sustainable service improvements as well as establishing and a culture of continuous improvement.

3. To be accountable for service budgets linked to the Creating a Better Place Programme, and directly influence the budget-setting and long term financial planning of the division/group and demonstrating value for money in the delivery of its services.
4. To work collaboratively across the Council to contribute to the strategic management of the Council, ensuring the delivery of agreed outcomes, targets and objectives as agreed by elected members.
5. Nurturing team development and embedding a performance culture by being responsible for clear performance management and service standards to deliver better outcomes through personal accountability, timely decision making, and dedicated team collaboration.
6. To drive and manage continuous service improvement, innovation, culture change, staff motivation and celebration of team successes.
7. To ensure that the directorate has commercial acumen and is focused on exploring new ways to reduce costs while improving efficiency and productivity through a range of approaches, including: the strategic re-design of services and their costs; the use of business and operational process improvements; the smarter use of technologies and the enhanced performance management.
8. To determine the year on year service plans and work programmes within the Directorate, Council's CV19 Recovery Plans and long term priorities and ambitions, including regular monitoring and evaluation of progress and agreeing appropriate follow up actions.
9. To contribute to the overall management of the directorate and to deputise for the Director of Economy as and when required.
10. To undertake such responsibilities as assigned from time to time by the Director, including the performance of duties outside office hours, co-operating with the Council's Emergency Planning arrangements and assisting in the maintenance and development of Emergency Plans.
11. Promote and support the Council and its partners in bidding for external funds and to ensure that any opportunities to secure external grant funding are maximised in conjunction with the submission of professional business cases (including appraisals, outputs, designs, plans and financial / sustainability assessments etc). in a timely manner
12. To maintain awareness of external influences that may impact on service strategy and delivery and to plan accordingly. To identify, review and bring forward strategic options for the management and delivery of the service
13. To develop new and enhance established partnerships to promote and secure agreed objectives for the borough to re-position the service and enhance its reputation with local communities and developers, but also with local, regional and national strategic policy, investment and partnership frameworks.
14. To promote a learning and development culture within the service and ensure that learning is embedded, captured, shared and applied within the Directorate and Council as appropriate.
15. To act as an ambassador and to lead by example to staff, stakeholders and partners on the values, attitudes and behaviours expected to demonstrate the high performance standards and excellent levels of service expected.

16. To understand and respect the roles of Elected Members, Portfolio Holders and MPs as decision-makers and scrutineers, to develop, maintain and enhance effective relationships

17. To actively promote the inclusivity, equality and diversity agendas in all aspects of service delivery

Contacts:

Contacts are members of the public, local businesses, other members of staff across Team Oldham, public and private sector agencies, voluntary and community sector, training providers, education partners, trade union representatives, elected members, MPs, MEP's, inspectors, developers, agents, officers and members from other authorities , partners across GMCA, and many other external partners and organisations.

Relationship To Other Posts In The Directorate : This post is a strategic leadership post within the Economy Directorate supporting the Create a Better Place strategic framework to ensure whole life project design, development, delivery, maintenance and management of all Council assets (old and new).

Responsible to: Director of Economy

Responsible for: Staff within the Facilities Management, Property Management, Strategic Estates and Major Projects Teams.

Special Conditions:

CRB Disclosure Required - None

This is a politically restricted post.

You have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

The post holder is responsible for Employees Duties as specified with the Corporate and Directorate Health and Safety Policies.

	DATE	NAME	POST TITLE
Prepared	March 2021	Emma Barton	Director of Economy
Reviewed	June 2021	Emma Barton	Director of Economy

OLDHAM COUNCIL
PERSON SPECIFICATION

Job Title: Assistant Director of Property and Projects

	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
Education & Qualifications	<p>Professional Qualification such as Civil Engineer, Property Surveyor , Development Planner or equivalent relevant degree</p> <p>Chartered Membership of relevant institution</p> <p>Leadership or Management Qualification</p> <p>Evidence of continued professional, managerial and personal development</p>		<p>AF / I / AC</p> <p>AF / I / AC</p> <p>AF / I / AC</p> <p>AF / I / AC</p>
Experience	<p>Experience of successful strategic leadership within an organisation of comparable scope and complexity with a developed understanding of the issues facing the regeneration and property industry.</p> <p>Experience of successful resource and financial management, including evidence of the resolution of conflicting priorities, formulating budgets and applying monitoring and control procedures.</p> <p>Experience of the management of major capital projects and programmes including the management of both internal staff and external project consultants.</p> <p>Experience of asset and property management at a senior level in a large organisation</p> <p>A proven record of success in leading and championing organisational and cultural change, creating organisational development programmes and effective working with staff and other stakeholders.</p>	<p>Experience of working in the private sector in a property; regeneration or housing environment.</p>	<p>AF / I / AC</p> <p>AF / I / AC</p> <p>AF / I / AC</p> <p>AF / I / AC</p>

<p>Skills and Abilities</p>	<p>Ability to prioritise capital and revenue schemes in a competing financial climate.</p> <p>A proven record of success in communicating and engaging with a wide range of internal and external bodies, building partnerships and productive working relationships and positively promoting organisational reputation and interests.</p> <p>Able to be innovative, creative and think through issues and problems not dealt with before to a conclusion.</p> <p>Ability to use persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes as necessary.</p> <p>Ability to analyse complex problems and able to develop business models to investigate a number of options/solutions and their viability, evaluating risk against a shifting background.</p> <p>Must possess the ability to work with minimum supervision and achieve significant outcomes within this context.</p>	<p>Able to use new technologies in improving services, and modernising working processes</p> <p>Experience of networking the with property and investment professions, and/or across the Facilities management profession</p>	
<p>Knowledge</p>	<p>Knowledge of major programme and project management methodologies and techniques and their application in a business context.</p> <p>Knowledge of project, performance, risk, financial and people management</p> <p>Knowledge of asset and property management, key national policy drivers, legislation and broader influences related to the role.</p>		<p>AF / I / AC</p> <p>AF / I / AC</p> <p>AF / I / AC</p> <p>AF / I / AC</p>

	<p>Knowledge of asset and property maintenance legislation and policies and the importance of compliance</p> <p>An understanding and knowledge of the workings of local government and including its legal, financial, social and political context, political processes.</p> <p>Knowledge of public and private sector procurement for asset management and regeneration / development</p>		
Work Circumstances	<p>Able to work flexibly to meet the demands of the service (including evening and weekend as necessary)</p> <p>Must hold a valid driving licence.</p>		<p>AF / I / AC</p> <p>AF / I / AC</p>

NB. Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

Assistant Director of Property and Projects

Additional Information – Oldham Council

- [Creating a Better Place | Creating a Better Place | Oldham Council](#)
- [The Big Oldham Conversation on your new town centre launches | Oldham Council](#)
- [Have Your Say Today – The Big Oldham Conversation – Commonplace](#)
- [The place | Oldham Council](#)
- [Towns Fund | Towns Fund | Oldham Council](#)
- [Oldham Town Deal Board | Towns Fund | Oldham Council](#)
- [Future High Streets Fund | Future High Streets Fund | Oldham Council](#)

- [Oldham set to be first Green New Deal Council | Oldham Council](#)
- [Our Community Asset Transfer Policy | Community use of Council land / property | Oldham Council](#)
- [Assets of community value | Assets of community value | Oldham Council](#)

- [LevellingUpGM - Greater Manchester Combined Authority \(greatermanchester-ca.gov.uk\)](#)

- [Local Plan | Oldham Council](#)
- [Places For Everyone - Greater Manchester Combined Authority \(greatermanchester-ca.gov.uk\)](#)
- [Heritage | Oldham Council](#)

Additional Information - Greater Manchester Region

- GMCA Information - [Who We Are - Greater Manchester Combined Authority \(greatermanchester-ca.gov.uk\)](#)
- [Greater Manchester Strategy - Greater Manchester Combined Authority \(greatermanchester-ca.gov.uk\)](#)