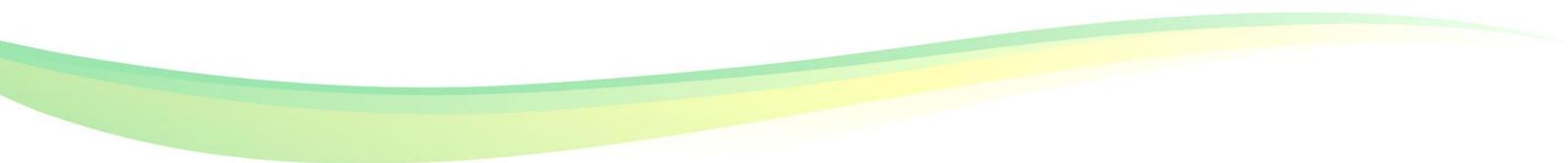




JOB INFORMATION PACK





Applying for a vacancy

The online application process has 8 different sections within it. All sections need to be completed. You will be unable to submit your application if any fields marked with a red asterisk are left blank. You must also ensure that you have correctly entered the 'captcha' code at the bottom of the page, and have ticked to confirm you have read and agree to the consent of use.

If you are applying for your first job, please insert your previous school or college under section 3 'Previous Employment History', inserting £0 for the salary.

Each vacancy has identified questions under section 7 'Application Specific Questions'. The answers to these questions are used for short listing applications for interview. You are advised to consider your answer carefully to each question as there is a limit on the number of characters you can enter.

If you wish to read through the questions and complete the application form at a later date, there is the facility to save your application.

Please note: The saved application will not open in any other software.

In order to view your application, go back into the vacancy to apply, and use the 'Browse' function above section 1 to reload your saved application.

You are strongly recommended to print your application for your own records **before you submit** your completed application for consideration. Once you have submitted your application you will no longer have access to it.



Your personal information – what we need and why?

Daventry District Council collects personal information from you in order to process your suitability for employment. This includes your contact details, education, employment and ethnic monitoring information. We will not collect any personal data from you we do not need.

The information you provide will be retained within our Lagan IT system for recruitment purposes, and then transferred to our HR and Payroll system if your application is successful.

Who does the Council share your data with?

It may be necessary to share your personal information internally and with our occupational health provider for the purpose of recruitment. However, no third parties have access to your information, unless the law allows them to do so.

How long does the Council keep your data?

The Council will need to keep your personal data for a minimum of 6 months after which time it will be destroyed. If you are successful your information will be transferred to the internal HR system and Payroll system for the length of your employment, plus an additional 6 years.

What are your rights?

If at any point you believe the information we hold is incorrect you may request to see this information and have it corrected or deleted. If you wish to complain about how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can submit a formal complaint to the Information Commissioner's Office (ICO)

Our Data Protection Officer is Gillian Kennedy and you can contact her by email dataprotection@daventrydc.gov.uk

All information you provide is held in accordance with the Data Protection Act.



Property Services Manager
37 Hours per week, permanent
£45,670 - £49,182 per annum.

Daventry District Council is seeking a full time Property Services Manager to join our high performing Property Services Team.

Property and facilities are central to our mission; a large commercial estate provides a high proportion of revenue income, and well-run buildings enable all services to operate.

If you have the skills to run commercial and operational property efficiently and effectively, we want to hear from you. You would be joining an established team with a reputation for high performance.

In the future, we see our staff as the providing a key part of the proposed West Northamptonshire Council property service.

Closing date: 12th April 2019

Interview date: 23rd/24th April 2019

To apply please go to www.daventrydc.gov.uk



Job Description

Job Title:	Property Services Manager
Team:	Business, DDC
Pay Band:	Band 12
Reporting to:	Business Team Manager

Job Purpose

To manage the Council's Property Service and contribute to corporate service delivery and development.

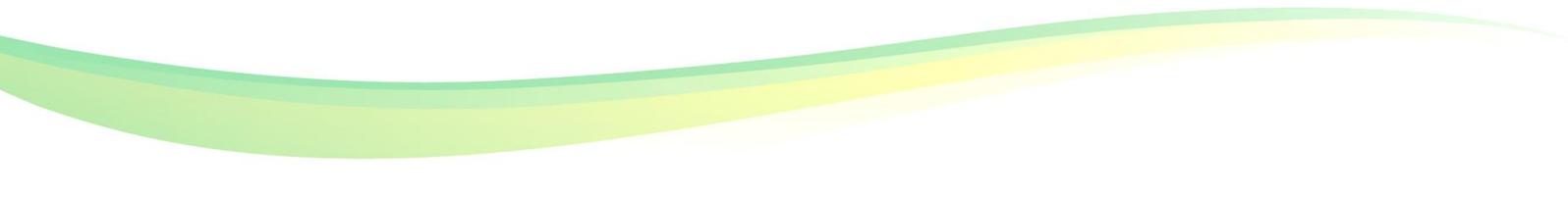
Approach

The post holder is to particularly seek to achieve:

- 1.1 High levels of income generation and capital values.
- 1.2 Excellent health and safety

Main duties and responsibilities

- 1.3 Corporate matters
- 1.4 Contribute to the development of Council wide policies, procedures and work practices to ensure the efficient and effective delivery of services
- 1.5 Positively promote health and safety. Work within the Council's health and safety policies, with due regard for the health, safety and welfare of colleagues and the public in the delivery of services.
- 1.6 To work and behave in a manner that is consistent with the Council's expected ways of working (the Management Development Framework and the Values and Attitudes)
- 1.7 To work within the Council's policies and practices, Constitution and comply with relevant statutory responsibilities.
- 1.8 Act as an effective team member, providing assistance to others as required to maintain good working relationships and support the delivery of team and corporate objectives. Maintain links with other teams whether internal or external, sharing information where necessary. Encourage a culture of cross organisational and partnership working.
- 1.9 Management matters
- 1.10 Undertake all aspects of employment and service provision, with due regard to equal opportunities and diversity and related Council policy and practice.

- 1.11 To assist in the establishment of service objectives and performance indicators in the context of current Council priorities and objectives. To prepare service plans and associated budgets and monitor and report on key outputs and targets, both service related and financial.
 - 1.12 To recruit, manage and motivate employees within the allocated area of responsibility to deliver required service outcomes, in accordance with the Council's HR policies such as recruitment, discipline, performance management and appraisal.
 - 1.13 To share information with the team. To ensure employees are appropriately developed to the benefit of the organisation, through the alignment of personal objectives with service and corporate objectives.
2. Trading Company (TDECL) Director
(References to Sections are to those of the Companies Act 2006.)
- 2.1 To be a director of the Council's trading company and as such exercise the required:
 - 2.1.1 Independent judgement (Section 173)
 - 2.1.2 Reasonable care, skill and diligence, including that actually possessed and that a director in similar circumstances might reasonably be expected to possess (Section 174)
 - 2.2 Avoid unauthorised conflicts of interest and benefits from third parties (Sections 175 to 180).
 - 2.3 Promote the success of the company having regard to the factors set out in Section 172.
 - 2.4 Share in responsibility with the other directors for the company's governance, statutory accounts and health and safety responsibilities.
 - 2.5 Manage potential and actual conflicts of interest between role for the Council and acting for and as a director of the trading company.
3. The provision of safe work places for Council staff and for the Council's compliance with health and safety duties (including under the Occupiers Liability Acts 1957 and 1984 and Defective Premises Act 1972) in relation to its facilities, commercial property and other land and buildings.
 4. Provide professional leadership in property management, including all aspects of property acquisition, disposal, maintenance and operational use.
 5. Ensuring that the value of the Council's assets and income from them – which is a significant part of the Council's total revenue income – is maintained and where possible increased through the development of marketing and commercial strategies.
 6. Ensuring that the Council's assets are managed effectively through the development and implementation of the Asset Management Plan (strategy), looking in detail at the next five years and strategically over twenty years, having regard to societal and technological trends.
 7. Ensuring that the Building Control service meets the Council's statutory obligations and set income and expenditure to seek to balance costs and income
- 

for chargeable services, whilst supporting the delivery of sustainable development. As part of the shared building control service management, work closely with partners to secure the same outcomes over the wider scope of the shared service.

Performance standards

1. Positive promotion of health and safety. This includes having in place systems to effectively manage the Council's health and safety responsibilities relating to its property and to Property Services staff.
2. Property is effectively managed, both operationally (both tenanted and operational property) and strategically (the asset management plan and proposals for investment and disposal). This includes the following.
 - 2.1 The asset management plan is well-founded, effective and up to date.
 - 2.2 Tenanted property is let on terms favourable to the Council, whilst a high level of occupation is maintained.
 - 2.3 Operational property is suitable to support achievement of the Council's objectives.
 - 2.4 Property maintenance is effectively planned and carried out (including where necessary enforcement of maintaining obligations on tenants).
3. Legal requirements are complied with, including the following.
 - 3.1 Public procurement regulations and state aid rules.
 - 3.2 Local government, planning and other relevant law.
 - 3.3 Equalities, health and safety and environmental legislation.
4. A high level of data quality is achieved, including accurate and meaningful data about property details, condition and suitability.
5. Objectives are delivered to the required standards and targets met.
6. Effective working relationships and partnerships are maintained. This includes close working with colleagues and in particular the Property Service acting as a facilitator of major development and regeneration projects undertaken by the Construction & Development Service.
7. Appropriate briefing, liaison and consultation is undertaken with colleagues, tenants, contractors and other stakeholders.
8. A sound and professional image is maintained by means of appearance and attitude, honesty and integrity, with high standards of presentation, communication, time and workload management and execution of services.
9. A flexible approach to work and a readiness to work as required.

Person Specification

Attitude and Approach

10. The post holder must be a person who exhibits:
11. A thorough but resourceful, problem solving approach.
12. The ability and willingness to co-operate with others and not adopt a possessive approach.

Knowledge and skills

13. Deep and wide understanding of law affecting property and also an awareness of key legal issues and principles affecting local government, contracts and related issues.
14. Understanding of the role of company director and the responsibilities it carries, together with an appreciation of how to carry these out in practice.
15. An appreciation of local government operations including legal constraints and democratic arrangements.
16. Awareness and understanding of performance management and its practical application in the public sector and also in a commercial context.
17. High level of ICT competence, including the ability to specify knowledge management requirements for property management (including maintenance).
18. Appreciation of structured approaches to project management (e.g. PRINCE2) and programme management.
19. Practical knowledge of accounting principles and practices.
20. Good written and verbal communication skills, including report writing and making presentations.

Qualifications and Experience

1. Substantial knowledge and experience of asset and property management at least equivalent to a Chartered Surveyor with substantial additional experience, including managing teams of property and allied professionals. This must include knowledge and experience of the following.
 - 1.1 Property management strategies, including commercial approaches to strategic decisions around acquisition, disposal and management.
 - 1.2 Proper processes for property acquisition and disposal.
 - 1.3 Management of operational and non-operational (let) property.
 - 1.4 Management of both residential and non-residential tenancies.
 - 1.5 The traps and pitfalls which can affect property owners and managers, so as to be able to guide staff to avoid these.

21. Substantial experience of management of a complex mix of demanding services, particularly those which involve income generation and commercial decisions.
22. Substantial knowledge and experience of analysis and the development of strategies with substantial financial consequences, taking into account costs, risks, uncertainties and opportunities over long periods.
23. Experience of operating in partnership situations involving joint decisions about the acquisition, disposal, development and management of property.

Other Attributes

24. Articulate, confident and able to communicate.
25. Professional appearance and manner, inspiring confidence.
26. Ability to legally drive in the UK and access to a car, or other demonstrable means of the necessary mobility including ability to visit sites.

Dated: 28 March 2019

