

## **BRIGHTON & HOVE CITY COUNCIL**

**JIN 4481**

<b>Job Title:</b>	Social Value Asset Manager
<b>Reports to:</b>	Estates Manager
<b>Department:</b>	Property & Design
<b>Section:</b>	Economy, Environment & Culture

### **Purpose of the Job**

Responsible for overseeing and progressing work to embed social value fully in asset management, regeneration and property investment decisions made by the council.

Support the delivery of objectives of the Asset Management Plan and Corporate Plan.

Consider social value in decisions affecting council owned property and influence outcomes and obtain the greatest sustainable social, environmental and economic benefits for local citizens and community organisations.

Deliver social value outcomes and measure those outcomes to support future decision making

### **Principal Accountabilities**

1. To identify opportunities to achieve Social Value objectives, assist with the process of asset management planning to secure the optimum use of the Council's property assets including development and disposal in conjunction with the Corporate Asset Management Plan.
2. In relation to properties identified to achieve the Social Value objectives, act on behalf of the council in all landlord and tenant issues to include lettings, lease renewals, rent reviews, dispute resolution, lease and licence negotiation, granting wayleaves, easement, consent for alterations, consent for alienation, lease termination and restrictive covenants, in accordance with the Scheme of Delegations.
3. In relation to properties that have been identified to achieve Social Value objectives, manage said properties forming part of the in-house investment portfolio.
4. To advise on procedures, delegated powers and protocols relating to property decisions. To carry out as necessary consultation and complete formal reporting to the relevant Committees when required. Support and contribute to corporate objectives as well as requirements of statutory legislation.
5. To respond to property queries from the public, outside organisations, elected members, client officers and department, investigating or initiating investigations as necessary and satisfy any need for further action.

6. Using professional knowledge and influence with commercial tenants to recognise the benefits of working towards and achieving the Social Value Objectives and balancing that with the council's statutory requirement to achieve best consideration and its financial requirement to meet its own income targets to support council services
7. Represent the council working in partnership with the city's Communities and Third Sector to build capacity for sustainable Community Asset Transfer, and to influence outcomes and support projects
8. Responsible for the design and implementation of appropriate systems for measuring performance and achievement of social value outputs and to report on the progress and evidence of the council's achievements.
9. Influence the development of council strategies and policy through consultation to ensure social value considerations are embedded and will impact on decision making affecting the asset management of the council's property portfolio and the city's future development and regeneration.
10. Collaborate and work with teams across the council to promote the circular economy principles in relation to council construction and development projects.
11. Support the application of relevant council policy to deliver social value, in particular elements of the council's City Downland Estate Policy, including local food production.
12. Co-ordinate and develop funding bids and business cases to support capital and revenue projects for the council to achieve sustainable social value outcomes.
13. To procure and manage external Consultants for the provision of advice and services in relation to the disposal, acquisition, management and development of property.

## **General Accountabilities**

1. To ensure all operations in the areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy. In particular: as set out in Section 4 of the Council's Health and Safety Policy, and within their area of responsibility:
  - To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety.
  - To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice.
  - To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice.
  - To ensure that safe premises, equipment and working environments are maintained.

2. To develop practices within the directorate/division that uphold and develop the principles of the City Council's Inclusive Council Policy in relation to staff and to service provision. To work within and actively promote the City Council's Inclusive Council Policy in relation to service delivery and staff management.

Your duties will be as set out in the above job description but please note that the council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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### **PERSON SPECIFICATION**

<b>Job Title:</b>	Social Value Asset Manager
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<b>Department:</b>	Economy, Environment & Culture
<b>Section:</b>	Property & Design

### **Essential Criteria**

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• Property related degree or comparable experience in strategic asset management, property management and valuation.</li><li>• MRICS or comparable professional qualification in a relevant field.</li><li>• Knowledge of social value and sustainability policy and practice at local, regional and national level.</li><li>• Knowledge of planning and regeneration.</li><li>• Knowledge of the commercial property market including development, disposals/acquisitions and value.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in property asset and estate management.</li><li>• Experience of working in a sustainability or social value related field.</li><li>• Significant experience of partnership working, spanning organisational hierarchies, structures and boundaries.</li><li>• Demonstrable understanding of the principles of change management and experience of applying these.</li><li>• Experience and success in project management and delivery.</li><li>• High degree of political sensitivity, demonstrating an understanding and awareness of different political/stakeholder interests and aspirations.</li><li>• Sound administrative experience, including drafting papers and reports.</li></ul>

<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Creative and strategic thinking, able to generate new ideas, develop and evaluate realistic options and carry through in practical strategies, policies and plans.</li> <li>• Exceptional inter-personal skills with the capacity to develop and sustain productive working relationships and to challenge &amp; negotiate.</li> <li>• Ability to effectively influence and co-ordinate the work of others without having direct management responsibility.</li> <li>• Ability to work collaboratively internally across organisational hierarchies and with external stakeholders, respond positively to challenge and successfully negotiate and influence.</li> <li>• Excellent verbal and written communication skills. Ability to draft a range of communications including through briefings and reports.</li> <li>• Sound organisational skills, able to work at pace to manage a high-profile and heavy workload to complete tasks/activities to time and quality.</li> <li>• Proficient in the use of Microsoft Office.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• To be able to demonstrate a commitment to the principles of Equalities and Inclusion and to be able to carry out duties in accordance with the Council's Equality &amp; Inclusion Policy.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Real commitment to improving public services.</li> </ul>