

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Property and Contract Manager	Grade: MG2
Section: Finance and Support	Directorate: Chief Executive Directorate
Responsible to following manager: Assistant Director Valuation and Asset Management Services	Responsible for following staff: Assistant Property and Contract Manager
Post Number/s:	Last review date: January 2025

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

- To undertake the client-side role for the external estate management contract as well as officer and Member facing work in parallel with the Assistant Director Valuation and Asset Management Service. To oversee the management of the Wandsworth and Richmond's investment portfolio which generates a combined revenue of approximately £13 million per annum; lettings related to the

operational portfolio and the identification and acquisition of suitable investment opportunities to augment the Council revenue budgets.

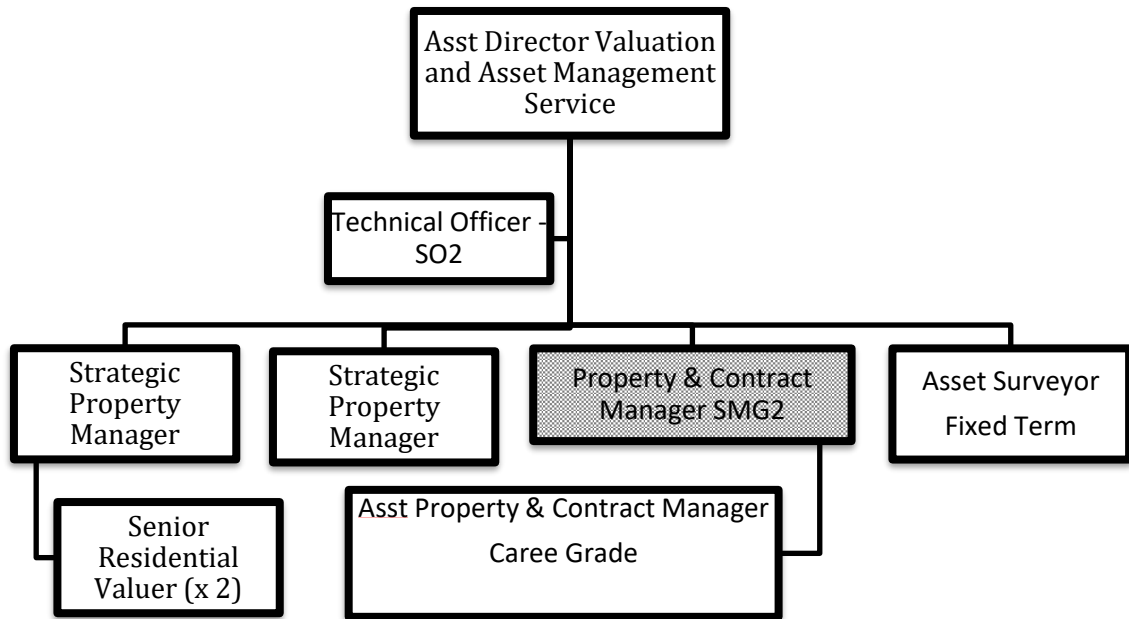
- Direct responsibility for client-side decisions for the management of the Councils' investment portfolio with a current income of £13 million per annum including exercising the Assistant Director of Property Services and Head of Valuation and Asset Management's delegated authority for approving lease terms, rent reviews, assignments, change of use, alterations, etc and maximising the income received from the portfolio.
- Allocation of work to external Valuation Contractors, monitoring the quality and delivery of the work to ensure it meets acceptable professional standards, performance indicator and taking action to improve the quality where needed as well as managing all commercial property related litigation.
- The supervision and management of the Assistant Property and Contract Manager.
- Agreement and certification of fees for work commissioned as well as monitoring and managing the contractor's performance in collection of rents.
- Chair quarterly contract review meetings with the external valuation contractor and represent the Council in respect of all property management matters.
- Review the property management aspects of the Professional Property Services Contract and the Rating Services Contract documentation and contribute documentation for the tendering of the Council's Valuation Services contracts.
- Procurement of specialist consultants both in surveying and other property related disciplines where needed for specific cases.
- Advising senior officers and Members of the Council on property transactions and estate / asset management matters where the focus of the transactions is often on achieving more efficient and economic service delivery by using property leasing / transfers.
- Prepare Committee reports and delegated authority reports in the name of the Borough Valuer and provide comments on behalf of the Borough Valuer in reports prepared by other senior officers. Where necessary make applications for Secretary of State's consent for property transactions.
- To produce regular performance monitoring reports on areas of own work and management responsibility and contribute to the preparation, development and implementation of the Annual Quality Performance Review and the Service's Top Line Indicators

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Team structure



Person Specification

Job Title: Property and Contract Manager	Grade: MG2
Section: Valuation and Asset Management Services	Directorate: Chief Executive Directorate
Responsible to: Assistant Director, Valuation and Asset Management Services	Responsible for Assistant Property and Contract Manager
Post Number/s: 1	Last Review Date:

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
A sound knowledge of property issues in local government. Strategic management of the corporate property portfolio and contributing to, developing and implementing strategies and policies. Supporting regeneration plans and their delivery	X		I & A
Thorough knowledge and up-to-date understanding of the legislation and best practice relating to local authority asset	X		I & A

management, disposals, acquisitions and development			
Thorough knowledge of the property and development market and in law and practice of structuring complex property transactions.	X		A/I
Experience	Essential	Desirable	Assessed
Experience of working successfully within a complex multi disciplinary organisation and of managing and developing staff.	X		A/I
Experience of undertaking negotiations with third party organisations on property matters	X		A/I
Some experience of appropriately managing budgets and/or allocating staff resources.	X		A/I
Skills	Essential	Desirable	Assessed
Proven experience of financial planning and the effective management and allocation of resources within cash limited budgets, improving cost effectiveness and service delivery, while gaining contributions from other stakeholders.	X		A/I
Proven ability to analyse complex, multi disciplinary information and make strategic judgements and decisions	X		A/I
Political awareness - Establishes positive and appropriate relationships with Members, demonstrating political understanding and sensitivity.	X		A/I
Ability to organise and prioritise own workload, to work under pressure and meet deadlines	X		A/I
Good oral and written skills to provide clear and concise messages	X		A/I
Qualifications	Essential	Desirable	Assessed
Degree in estate management or equivalent course and Member/Fellow of the Royal Institution of Chartered Surveyors with significant experience within a public authority or large commercial undertaking.	X		C

A – Application form / CV

I – Interview
T – Test
C - Certificate

