

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Strategic Property Officer	JEID	RO337
Salary Grade:	Grade J		
Team:	Strategic Assets, Strategy, Policy & Performance		
Service Area:	Governance & Policy		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Commissioner Strategy, Policy & Performance		
Responsible for:	Formulating and aligning Property Related Strategy and Policy and aligning this to Organisational wide objectives.		

Role Purpose

The Strategic Policy & Performance team is the strategic core of the Strategic Asset Management Service. Working with senior officers across WCC, Local Authorities and Public Sector Partners our focus is on understanding and supporting some of the biggest challenges currently facing local government, such as levelling up, climate change, place shaping and community power to help make the connections between themes. Our task is ensuring that WCC's property portfolio is fully maximised and effectively managed to support these themes.

Working alongside the Lead Commissioner Strategic Policy & Performance and in partnership with Lead Commissioners and Delivery Leads from across WCC and our Partners, you will help to drive forward the Connecting Warwickshire One Public Estate Programme. Playing a critical and active role in identifying and bringing forward property related proposals that support the Council's strategic intent and emerging strategy framework.

You will work with Corporate Policy, Commissioning Leads within Property and Organisation wide, ensuring the relevance of policy and strategy within Property Services and related pieces of work. You will support with Property related policy and strategy development and with embedding this across WCC.

You will develop and maintain good working relationships with a wide range of key stakeholders including Senior leaders, statutory partners, service providers, voluntary sector and customers.

Working collaboratively with team members and across Property Services teams you will be supporting continuous improvement across the Service area ensuring that the outcomes are aligned to the Councils objectives.

Role Responsibilities

Engaging regionally and sub regionally to support the existing Connecting Warwickshire, One Public Estate Programme and to identify opportunities aligned to future funding rounds.
Facilitating collaboration and leading effective communication with all stakeholders.

Responsible for working with Project Leads to ensure that the Connecting Warwickshire OPE and associated programmes Grant Funding Agreement conditions are met.

Delivering effective programme management reporting for the Connecting Warwickshire OPE Programme partnership, engaging with Project leads, Local Government Association and Cabinet Office.

Working with Partners and Lead Commissioners to support the development of property related grant funding rounds.

To maximise the effective and efficient use of the Council's property assets by collaborating with public and private sector organisations to explore opportunities to share services, co-locate and rationalise

To maintain an awareness of current and developing trends in particular relation to changes in statutory duties in relation to Property to support the implementation of Property Strategy framework.

Actively supporting continuous process improvement activities to ensure that information, best practice advice, policy guidance and management is in place to support the delivery of key programmes across the Strategic Asset Management Service

Supporting the coordination and delivery of council-wide initiatives, such as Levelling Up, Community Power and Sustainable Futures

Establishing & maintaining positive networks and working relationships with a range of stakeholders

To work closely with all elements of the Strategic Asset Management team and across the organisation to align Property related Policy's, Strategy's and Programmes to Organisational programmes.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Educated to Degree level	A, D
At least 3 years' experience of working with public sector partnerships to support the delivery of projects and programmes	I.
A track record in managing relationships with stakeholders at all levels through effective engagement and communication.	I,A,P
Experience of developing grant funding bids and overseeing projects to agreed milestones and delivery of outcomes.	I,A
Have proven ability to plan effectively, identify and monitor complex interdependencies, manage the critical path and utilise resource effectively	I, A
The ability to analyse and help solve complex problems.	I, A
Evidence and experience of providing support to a range of complex and sensitive strategic projects, sometimes simultaneously	I, A
The ability to communicate complex ideas and data in a clear way to a variety of audiences using strong verbal and written communication skills.	I, A
The ability to work independently and deal effectively with competing demands.	I, A
The ability to operate with discretion and handle confidential and sensitive information.	I, A
Proven experience of planning and facilitating	I, A
Experience of working within a Local Authority or the Public Sector	I, A
Experience of supporting or managing property related or regeneration projects and programmes.	I, A

Desirable Criteria

Assessed By:

Project or Programme management qualified (i.e. Prince 2).	A, D
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Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore

not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	