

**TEST VALLEY BOROUGH COUNCIL**  
**JOB SPECIFICATION**

<b>Post Title:</b>	<b>Head of Estates and Economic Development</b>
<b>Post No:</b>	ED1
<b>Grade:</b>	SM2 - From £48,831 to £59,661 plus car or car allowance
<b>Service:</b>	Estates and Economic Development Service
<b>Location:</b>	Beech Hurst, Andover
<b>Accountable to:</b>	Corporate Director
<b>Responsible for:</b>	See attached structure chart
<b>Purpose of Job:</b>	<ul style="list-style-type: none"><li>• To lead, co-ordinate and manage the strategy, performance and budgets of the Estates and Economic Development Service.</li><li>• Provide a comprehensive Property Management and Economic Development Service, including Town Centre Management and Tourism.</li><li>• Co-ordinate activity with other services.</li><li>• Provide the interface between the Service and Council Members, Partners, the external environment, etc.</li><li>• Deliver high quality service to customers</li></ul>
<b>Principal Accountabilities:</b>	<p><b><u>Knowledge/Skills</u></b></p> <ul style="list-style-type: none"><li>• The Council's professional expert who leads the Estates and Economic Development Service.</li><li>• Extensive knowledge and experience in relevant professional discipline including delivery of a front-line or corporate Council service and resource management.</li> <li>• Significant influencing and political skills together with interpersonal sensitivity.</li><li>• External networking skills to represent and promote the Council and the wider community interests of the Council.</li><li>• Ability to compile clear and concise reports and present them to Members.</li><li>• Ability to effectively contribute towards delivery of Council policies and priorities.</li><li>• Provide effective communication with all relevant parties (including the public) in relation to major and/or sensitive projects in which the Service may be involved.</li><li>• Ability to develop new systems and methods of working to increase efficiency, monitor work, etc.</li><li>• Sound experience of setting and delivering business and corporate priorities.</li><li>• Ability to manage finance and staff resources.</li></ul>

### **Leadership/Management**

- Management of the Estates and Economic Development Service ensuring that the functions are administered effectively and efficiently, reflecting best value principles and responsive to the needs of customers.
- Provision of Service functions in accordance with the principles of best value (including the formulation and monitoring of Performance Indicators, benchmarking with other Local Authorities, etc) and being fully responsive to customers' needs, (both internal and external).
- Provides a significant leadership role within own professional field.
- Formulates policy and service delivery priorities within business area, in the context of the priorities set by the Council.
- Oversee the preparation and implementation of business performance plans and annual budgets.
- Reviews structures, sets goals and manages performance within service area.
- Responsible for the management, mentoring/coaching, motivation and general well-being of staff within the Service including their recruitment, training, personal and professional development.
- Co-ordinate the activities of a number of related teams ensuring that a common direction is maintained and that there is an accurate awareness of all the related Council functions and priorities.
- Leads the 'management of change' in the service providing the management and technical skills necessary to maintain an emphasis on continual improvement.
- Keep the establishment, procedures and systems under review and recommend organisational changes to optimise efficiency and deal effectively with the requirements placed upon the Service.

### **Impact**

- Principal adviser to the Council, its tenants, members of the Public and other Council officers on all service related matters.
- Provides professional advice and support to all members of the Council in their representative role relating to Property and Economic matters in their wards.
- In the role of principal representative of the Estates and Economic Development Service, establish a good working relationship with the relevant Cabinet Portfolio Holder for the Service.
- Work within a strategic framework and resolve problems from first principles rather than being always able to rely on specific experience or guidance from others.
- Promote and conduct effective external communications, respond appropriately to the public and media about Estates and Economic Development matters and take a proactive role in publicising and explaining the relevant policies and decisions of the Council.

### **Complexity/Planning Horizon**

- Prepare annual Service Business Plan.

- Contribute towards devising annual Service/business budgets.
- Update Asset Management Plan when necessary.
- Update Repair and Maintenance Programme annually.
- Ensure that the Estates and Economic Development functions, policies and service delivery priorities are administered in accordance with the strategic values, priorities and objectives of the Council and contribute to the development and review of its corporate policies.
- Integrate service priorities with wider needs of the Council.
- Lead the development of longer term (i.e. 3-5 year) strategy for key aspects of service.
- Lead/participate in cross-functional projects as required.

### **Corporate Responsibility**

- Management responsibility for supporting, promoting and developing Test Valley values and policies.
- Play a full part in the Corporate life of the Council as a member of the Officers' Management Team, as well as a number of other corporate working groups.
- Establish good working relations with other Heads of Service and, where appropriate, provide support and mentoring assistance.

NB The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### **Qualifications**

The relevant qualifications for the post are contained in the person specification. Please note that if you are selected for interview you will be required to provide evidence of your qualifications when you attend.

### **Health and Safety**

Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work – Health and Safety at Work Act 1974.

A satisfactory medical report will be needed before an offer of employment can be made. You will be asked to complete a medical assessment form if selected for interview which is passed by you directly to our Occupational Health Adviser. Any information you give is confidential.

If our Occupational Health Adviser feels that you need a medical examination you will be contacted by them.

### **References**

It is a condition of employment that two satisfactory references are obtained. The Council reserves the right to approach any of your previous employers for a reference, in writing or by telephone, regardless of whether or not they have been nominated as a referee by you.

Date: September 2008