School’s Asset and Development Manager

Grade 11

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and the people of Staffordshire
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Strategic Property is responsible for ensuring that Staffordshire County Council has a safe, efficient, and cost effective corporate and maintained schools’ estate. It develops and delivers a property strategy and asset plan for corporate properties and schools to manage the estate to suit the changing needs of a dynamic and diverse organisation. It implements changes via acquisitions and disposals and development of council property and maintains the estate in a safe and usable state. It does all this set in a context of the larger public estate working closely with partners looking at overall service and property efficiency.

**About the Role**

Supporting the Schools Programme Delivery Manager, providing expertise in the planning and delivery of all aspects of education property provision, covering new build and maintenance, and managing Project Boards and external partners on all education property/land related matters. Ensuring the education estate remains fit for purpose for 21st century education and learning.

**Reporting Relationships**

Responsible to: Schools Programme Delivery Manager

Key Accountabilities:

1. Support the annual review of the overall Schools Capital Programme and Statement of Priorities by identifying local priorities / trends and keeping up to date with the DFE guidance.
2. Principal point of contact for education property, development and Asset Management Planning (AMP) within a district/s.
3. Lead the annual review of the district/s Schools Capital Programme and Statement of Priorities working with School Organisation, schools and academies, highways and planning departments to identify local priorities / trends and needs.
4. Lead on matters within the district/s relating to Section 77 of the Schools Standards and Framework Act 1998, liaising directly with the Department for Education (DfE) to gain necessary approvals.
5. To provide support and advice to schools on AMP and development including statutory obligations. Represent SCC/Strategic Property as Landlord where appropriate and ensure that schools and academies are aware of their property responsibilities.
6. Work closely with School Organisation to scope and develop school property options and oversee delivery, continually enhancing Section 106 agreements, liaising and coordinating activities with Developers. Ensuring statutory obligations are met relating to school placements.
7. Work closely with Special Educational Needs and Disabilities (SEND) service to develop options and oversee the delivery of property projects as defined in their strategic plan.
8. Lead the delivery of the Schools Capital Programme and Asset Management Strategy within the district/s by briefing and commissioning maintenance projects, ensuring projects are delivered within timescales, budgets and to specification.
9. Manage allocated budget and commission professional service provider/s through the councils procurement procedures based upon the required Royal Institute of British Architects (RIBA) stages, for all new and school expansion projects managing contracts to ensure delivery to quality, time and budget.
10. Build, maintain and effectively manage stakeholder relationships, negotiating and influencing to meet project specification, budget and timescales.
11. Organise and manage Project Boards that are required to develop and implement major projects with stakeholders and developers, to ensure monitoring and progress is reported and managed.
12. Responsible for ensuring the project client’s health and safety obligations are understood and carried out to limit and mitigate risks and that projects comply with relevant health and safety legislation.
13. Develop and maintain positive working relationships with key stakeholders and partners.
14. Any other duties that may be required commensurate with the nature and grade of the post.

Other Information

The accountability of the job will require the postholder to travel across the County and attend property sites.

This post is designated as a casual car user.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Educated to degree or equivalent experience. | A |
| **employer_small** | **Knowledge and Experience**   * Detailed knowledge of current educational issues relating to premises and external areas including AMP and Statutory Obligations. * Knowledge of current curriculum issues, Department for Education (DfE) and the ESFA design notes and Building Bulletin guidance. * Experience of negotiating positively in difficult situations * Experience of project methodologies and planning processes and techniques. * Experience in budget management of construction projects from inception to completion. * Understanding of NEC (New Engineering Contract) and JCT Forms of Contract. * Working knowledge of the Town Planning Process. * Experience in using Microsoft. * Ability to provide clear balanced advice and guidance in a political environment. * Significant experience of property project delivery. * Working knowledge of Construction, Design and Management 2015 (CDM). * Understanding/ experience of Section 106 of the Town and Country Planning Act 1990. * Working knowledge of Section 77 of the Schools’ Standards and Framework Act (1998). | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small** | **Skills**   * Effective at influencing, negotiating and interpersonal skills, ability to build effective relationships with colleagues, partners, stakeholders, developers, and Government departments. * Effective communication skills, written & oral. * ICT skills * Organised with the ability to manage time of self and others to meet deadlines. * Ability to work on own initiative and in a team environment. * Analytical with attention to detail * Ability to think creatively about problems and opportunities/solutions. | A/I  A/I  A/I  A/I  A/I  A/I  A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300