**Job Profile Information: Head of Property Services**

**170000BZ**

**This supplementary information for a Head of Property Services is for guidance and must be used in conjunction with the Job Capsule for Job Level 6 Zone 2**

**Role Purpose:**

The role covers a diverse range of functions and provides the lead on:

* The Council’s security services
* Facilities management for 5PS and the corporate property portfolio
* Landlord and tenant duties in relation to commercial property
* Asset management, business planning and commissioning of contracts associated with Camden’s housing stock

**Example outcomes or objectives that this role will deliver:**

Key accountabilities for this role include:

* Leadership and operational point of escalation for the following contracts:
  + Corporate FM
  + 5PS FM
  + Security
* Making sure planned maintenance schedules are adhered to and that relevant Council policies in relation to Health and Safety are implemented
* Working with members, commercial tenants and building managers to troubleshoot issues and resolve complex queries
* Work with the Community Partnership team to develop a community assets strategy for properties used by voluntary sector and arts organisations
* Leading the security function, carrying out threat assessments and making sure the Council’s security strategy is up to date and fit for purpose
* Leading the commercial property team to make sure that rent reviews and other lease events are adhered to, vacant properties are marketed effectively
* Development of the housing asset management strategy, Better Homes programme and leadership of asset reviews to identify hidden home, SME workspace and commercial property opportunities
* Analysis of asset data for corporate property and development of a programme of works, co-ordinating the management of the portfolio with the wider accommodation strategy
* Leading the commercial management function for the Division’s contracts and the development of the new model for schools facilities management
* Monitoring of complex budgets across the Division, overseeing the setting of the Division’s revenue budgets and leading the first review process for the capital programme

**People Management Responsibilities:**

*See structure chart below*

**Relationships;**

Key services managed by this post include:

* Asset Management and Business Planning
* Commercial Team (Works contracts)
* Commercial Property team (Landlord and Tenant duties)
* Corporate Property
* Security

Key partners and stakeholders this post is required to work with:

* Contractors
* Suppliers
* Schools
* Tenants & leaseholders of commercial and housing properties
* Members

**Work Environment:**

The post holder will be required to visit site and attend evening meetings as required. Out of hours working also required from time to time in line with the operational responsibilities of the service.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Structure Chart**

