

## Job Profile

**Job Title:** Head of Property Asset Management

**Job Grade:** Level 6 Zone 2

**Salary Range:** £70,281 - £85,902

### About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. This role leads the asset management service for the Council's Property Management Division. The division looks after the Council's housing stock, corporate buildings and a number of the schools in the borough. The Council has 33,000 homes, of which 9,000 leasehold, it maintains 49 schools and children's centres and 150 corporate buildings.

### About the role

The property asset management service is responsible for carrying out stock condition surveys, developing asset strategies and investment programmes, and scoping projects across all portfolios. The service also comprises the property data and systems team, central to the Golden Thread, and the contract resourcing function which leads on procurement strategy and management of the Council's frameworks. The Head of Property Asset Management leads this service and provides professional expertise in the field of asset management.

This role directly supports Camden's ambition to have decent, safe, warm and family-friendly homes to support our communities. Also, that by 2030 Camden's estates and their neighbourhoods are healthy, sustainable and unlock creativity. More broadly the work to develop asset strategy and projects for our schools directly supports our ambition to make sure every child has the best start in life.

### About you

You will have a strong track record in property asset management and experience of commissioning large scale stock condition surveys and developing programmes of work. You will have experience of working with large datasets and providing succinct and clear analysis to a wide range of audiences. Specific responsibilities will include:

- To develop and deliver an effective and efficient Property Asset Management service covering housing, schools and corporate buildings.
- Developing asset management strategies for the housing portfolio, schools portfolio and corporate buildings, including the strategy to achieve net zero
- Developing programmes of works in consultation with stakeholders and maintain the capital programme for the Property Management Division
- Leading the property data and systems function including the implementation of the Golden Thread for our tall residential buildings
- Leading the contract resourcing function which develops procurement strategy and manages the Council's property frameworks
- Developing reports for Housing Scrutiny, Cabinet and other committees on asset strategy, procurement and compliance data
- Responsible for asset data reporting, including our indicators for property compliance, and reporting to the resident safety board on this

- Working as part of the senior management team to deliver the service plan, cross-cutting projects and the medium term financial strategy

**Work Environment:**

Camden offers flexible working arrangements and this role will be partly office-based with hybrid working technology available at our main office locations. Site visits across the borough are commonplace as are evening meetings that are held online and in-person.

**People Management Responsibilities:**

The post holder manages the Property Data & Systems, Contract Resourcing and Strategic Asset Management teams with between 50 and 60 staff contained within these teams at any one time. Consultant support services are also commissioned and managed by the service as required.

**Relationships:**

The postholder will work with heads of service, team leaders, directors and executive directors as required across the whole of the Council. This work cuts across a wide range of strategic areas including commissioning functions for education, the development of financial strategy and the division's approach to procurement. The post holder will also work with residents, building users, educational stakeholders and elected members.

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the

application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,

**Note:**

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.