

Job Profile

Job Title: Commercial Property Portfolio Lead (General Practice Manager)

Job Grade: Level 6 Zone 1

Salary Range: £60,913 - £74,447

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.

Our vision is that 'In 2025, everyone in Camden should have a place they call home' and the community investment programme (CIP) is playing a key part in that by building new genuinely affordable homes and community facilities. We have completed nearly 1,000 homes to date through CIP including over 500 council rent and affordable homes, built new community centres and schools and invested in school buildings across the borough. We have ambitious plans in place to build thousands more homes.

The Council owns 33,000 homes, of which 9,000 are leasehold, c.1000 commercial properties, 150 corporate buildings and maintains 49 schools and children's centres.

About the role

The property service is responsible for the delivery of the Council's property asset management strategy through the day-to-day management of the tenanted and occupied commercial properties. The service is also responsible for the delivery of the Council's property strategy through a delivery of a programme of property developments, accommodation projects, disposals, and acquisitions.

The commercial property Portfolio lead will be responsible for leading, directing and managing a team of specialist property surveyors in the day-to-day management of the commercial property portfolio. The commercial property portfolio comprises properties that are surplus to operational requirements and held for income generation. The portfolio which currently generates circa £17million p.a., is made up of a variety of properties which include shops, industrial units, offices, and leisure units. The portfolio also includes telecom licences and leases. The income generated from the portfolio goes into the funding of services to the people of Camden.

About you

To be successfully appointed you will have first degree level education (or equivalent) and be a member of the Royal Institution of Chartered Surveyors (RICS).

You will have a strong track record in commercial property asset management and strategy; you will also have experience of managing a high performing team of specialists.

You will also have the ability to manage external contractors to ensure excellent service delivery and value for money, and sound knowledge and experience of partnership working.

You will have experience of dealing with high profile and politically sensitive issues and presenting reports to boards and other stakeholders.

You will have the knowledge of legislation and regulations affecting the Council's duties in relation to finance and property holdings.

Your specific responsibilities will include:

1. Budget preparation, monitoring and reporting in respect of the commercial property portfolio. Responsible for managing and reporting on all matters to do with the landlord and tenant management of the Council's commercial. Undertaking a wide range of property related tasks including the marketing and granting of leases on behalf of the Council and ensuring the actioning and implementing of lease events as at when they fall due.
2. Managing/leading of staff within the Commercial Property team, ensuring the individual and team targets are met and continuous improvements are achieved to the service
3. The provision and monitoring of management performance information to the Head of Property or other appropriate persons
4. Working closely with the Council's credit control and income management team to ensure income and debt collection, liaison with business tenants on all aspects of the day-to-day management of the business tenancies within the commercial property portfolio and for ensuring that customer care is maximised in line with corporate priorities.
5. Assisting and supporting, through productive estate management and programmes to help offer Council services and to meet Council objectives
6. Preparation of and updating asset management plan/strategy for the commercial property portfolio
7. Deputising for the Head of Property, when/if required.

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 postholder will manage a team of up to 10 property specialists and also have responsibility for managing property consultants and contractors who provide services to the Council.

Relationships:

The postholder will work with heads of service, team leaders, directors and executive directors as required across the whole of the Council. The post holder will also work with tenants, the property programme manager, residents, building users, contractors, and elected members.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

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

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

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). 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 adjusting 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 or post to 5 Pancras Square, London, N1C 4AG,