

Jobs and Careers



Director Job Description

Post Title: Director of Estates and Building Services	Post Number: D1021
Reports to: Strategic Director - City Development and Neighbourhood Services	Date: April 2016

SERVICE SPECIFIC RESPONSIBILITIES

1. To lead the management and development of all property related activities across the council.
2. To provide accurate, timely and relevant professional and commercial advice to the City Mayor, Mayoral Team and Chief Officers on property related matters.
3. To ensure that the Council has robust policies, procedures and other governance arrangements in place for the use and management of all land and property assets and the delivery of all property and facilities management services.
4. Ensure that the Council has a clear and up-to-date robust Corporate Property Asset Management Strategy and Plan
5. Provide strategic leadership for the review and transformation of the Council's land and property portfolio to ensure that it: delivers maximum financial benefits; delivers optimum social and community benefits; supports the regeneration of the City; enables effective delivery of front-line services
6. Provide effective management of the staff, budget and activities of the Council's property and facilities management services and management of external contractors in order to meet service and financial objectives.

7. To support the strategic director, city development and neighbourhoods, in leading the council's approach to sustainability.
8. To lead on the development and management of major programmes and projects relating to land and property
9. To carry out additional responsibilities and projects as assigned by

KEY CORPORATE RESPONSIBILITIES

1. To support the City Mayor, Mayoral Team, and the Head of Paid Service to deliver the vision and preferred direction of travel for the City and the Council, and to provide clear and visible leadership to the division when doing so.
2. To work with the City Mayor, Mayoral Team, the Head of Paid Service and Senior Management Team as required to develop and implement strategic programmes of activity, ensuring where necessary the operational alignment of services, to increase outcomes in the priority areas for the Council and the Leicester Partnership and ensure operational alignment of services.
3. To develop and promote strong partnerships with local residents, local businesses and voluntary and community sectors for the benefit of the City, to improve the quality of life of local people and to support the regeneration of the City, the Council and the effective delivery of services.
4. To be responsible for the implementation of the individual performance management process within the division, and as Line Manager to be responsible for performance management and developing the capability of Heads of Service and other direct reports.
5. To ensure positive internal and external communications on divisional services, performance and initiatives, seeking and giving feedback to customers, partners and other stakeholders where necessary. This should be done in collaboration with relevant other Directors.
6. To ensure, with the City Solicitor & Head of Standards, that the Council fulfils its legal and audit related obligations in the delivery of services and is statutorily compliant. This responsibility extends to cross divisional working.

7. To promote equality and inclusion across all service provision and employment through policy initiatives, personal example, open commitment, clear action and direction.
8. Support and develop effective partnership working with relevant City, sub-regional, regional and national bodies.
9. To contribute as appropriate to the Council's Emergency Planning and Business Continuity arrangements.
10. To comply with responsibilities placed on directors by contract procedure rules, financial procedure rules, and the Council constitution.

Is this post classified as politically restricted, as in the Local Government and Housing Act 1989, either

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| a) because of its salary level (or) | Yes |
| b) because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? | Yes |

Is this post subject to exemption from The Rehabilitation of Offenders Act 1974? **No**