

Job Description

Post title	Service Manager - Commercial Development	Grade	K
Directorate	Transformation	Post ref	ACD1100

Overall job purpose

- To provide a key strategic role in the implementation of the Council's Commercial Strategy, leading on projects across the council generating and promoting income generation through its property portfolio and commercial activity.
- To lead Ashfield's Commercialism Programme through the evaluation of new ideas in order to prioritise investment decisions based on maximising returns, whilst also identifying appropriate areas for reduced investment or market withdrawal.
- To lead the property management of the council's commercial estate, including commercial investments and property portfolio, purchase and sale of land and property.
- To lead the Council's strategic approach to commercial development and commercial enterprise

Reporting relationships

Reports to:	Assistant Director-Assets
Responsible for:	Estates Officers

Key tasks and responsibilities – post specific

To ensure effective leadership, management and performance of the Commercial Development Team and contracted external Agents

To lead the Council's strategic approach to commercial development and property asset rationalisation

To act as the Council's lead for the One Public Estate initiative.

To ensure the efficient management of the Council's land and property assets regarding corporate aims and priorities and to maximise and secure the income available to the authority.

To provide professional advice for Strategic/Corporate Leadership Team and Cabinet on commercial property investment, performance, risks and re-negotiation of lease terms.

To undertake a systematic review of the commercial assets and bring forward proposals for the rationalisation of the commercial estate as necessary.

To carry out cost benefit and investment reviews to the Council to prioritise investment options and also where asset, service or trading provision should be reduced or withdrawn due to lack of achieving a suitable rate of return.

To negotiate terms where required and work with Legal, and other Council departments to develop licences, contracts or leases in order to partner, outsource or enable operation of council services.

To liaise effectively with all other sections of the Council as required with particular emphasis on delivery of major investment and regeneration projects including town centre redevelopments.

To write business cases for change including options appraisal, financial projections and present to relevant senior officers or elected members.

Key tasks and responsibilities – corporate
Operate according to the Council's corporate values and codes of behaviour.
Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered, and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and/or use resources in ways that ensure value for money and support the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature			
<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost, and others gained without changing the general character of the duties or the level of responsibility. As a result, the Council expects that this job description and person specification will be subject to revision.</i>			
Employee signature:		Date:	

Person Specification

Competencies		
Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency		
Competency framework relevant to this post:	Leadership Level 1	
	Essential / Desirable	Assessment
Seeing the big picture	Essential	Interview / Assessment

Making Effective Decisions	Essential	Interview / Assessment
Leading and Communicating	Essential	Interview / Assessment
Collaborating and Partnering	Essential	Interview / Assessment
Achieving Commercial Outcomes	Essential	Interview / Assessment
Delivering at Pace	Essential	Interview / Assessment

Skills	Essential / Desirable	Assessment
Highly developed commercial development skills	Essential	Application Form / Interview
Able to make independent decisions.	Essential	Application Form / Interview
Excellent communication skills, both verbal and written to deal with a wide range of people.	Essential	Application Form / Interview
Effective negotiation, influencing and collaborative working skills	Essential	Application Form / Interview
Ability to analyse data and options to develop commercial business cases	Essential	Application Form / Interview

Knowledge	Essential / Desirable	Assessment
Specialist knowledge of commercial development	Essential	Application Form / Interview
Specialist knowledge of Landlord and Tenant legislation	Essential	Application Form / Interview
Awareness of legislation governing Council trading, charging and commercial operations	Desirable	Application Form / Interview

Experience	Essential / Desirable	Assessment
Significant experience in commercial investments, acquisitions and disposals and procedures including applicable local government guidelines/ codes of practice	Essential	Application Form / Interview
Significant experience of legislation, statutes and regulations relating to land, commercial and residential property	Essential	Application Form / Interview
Track record of delivering results and demonstrable impact such as increasing income and net yield from commercial property portfolio	Essential	Application Form / Interview

Qualifications	Essential / Desirable	Evidence
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Educated to degree level or equivalent in a relevant subject	Essential	Application Form / Certificates
Member of Royal Institution of Chartered Surveyors	Essential	Application Form / Certificates
Accredited to RICS Registered Value Scheme	Desirable	Application Form / Certificates

Additional information / other requirements of the post

- Full UK driving licence
- Ability to travel outside of the district if required
- Political awareness

Date produced/last amended

February 2023

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.
If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.