**Job Description and Person Specification Profile**

|  |  |
| --- | --- |
| **Job Title** | Asset Management Officer |
| **Job ID** | H73 |
| **Service** | Strategic Asset Management |
| **Grade** | F |
| **Reporting to** | Head of Strategic Asset Management |

|  |
| --- |
| **The Role** |
| This role will play a pivotal role in the management of the council’s operational property portfolio and contribute to the delivery of the Strategic Asset Management Plan and individual Service Asset Management Plans.To work closely with services to understand their needs and deliver solutions, including office moves and relocations.Be the first point of contact for routine accommodation enquiries.**Main Duties and Responsibilities include:*** Working closely with service managers to understand their property needs.
* To develop and deliver solutions for service’s property requirements, such as office moves and relocations.
* Work closely with Property Business Partners and the Head of Strategic Asset Management to deliver projects arising from the Strategic Asset Management Plan and Service Asset Management Plans.
* Undertake occupation level analysis in various buildings and produce reports based on the findings.
* Managing the service’s data filing system.
* Attend site visits and meetings across the borough.
* Develop office layouts and designs.
* Draft responses to Freedom of Information and similar requests.
* Provide support to Asset Management Officer Group, including taking accurate minutes.
* Meet with external stakeholders and contractors.
* Liaison with building management colleagues, contractors and services
* Raise purchase orders for the service
* To attend meetings as a representative of Strategic Property services when required.
* To produce reports or undertake presentations in relation to any work undertaken.
* To record and monitor all work in progress, using appropriate systems, and provide any required statistical information.
* Work in line with corporate data standards.
* Work within the requirements of Data Protection Principles.
* Work within the requirements of the Council’s Equal Opportunities Policy.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.  |

|  |
| --- |
| **About You** |
| **Your essential qualifications*** 5 GCSE/O level: to include Maths and English

**Your essential skills, knowledge and experience*** Experience of working in a property or construction related field
* Experience of working in a Local Authority or other large organisation.
* Excellent interpersonal skills - Ability to communicate effectively with people at all levels and from other organisations.
* Experience of working with or in a large multi-disciplinary organisation
* Analytical / maths skills - ability to understand, interpret and manipulate data.
* Excellent computer skills and experience of using Microsoft Office suite.
* Self-motivation, organisational skills, and the drive and ability to solve problems
* Ability to research information on own initiative.
* Willingness to take responsibility for own work and development
* Commitment to the principles of customer service
* Commitment to the principles underpinning equality and democracy
* Commitment to continued professional development.
* Flexible and willing to work to meet the needs of the team in periods of high workload.
* Full driving licence and access to a vehicle insured for business purposes.

**If you have the following experience or qualifications – then that’s great!*** Experience of working in an Asset Management role
* Degree or equivalent
* Good presentation skills / confidence to speak publicly - ability to deliver training to all levels of the organisation.
* Ability to understand and communicate complex policies and procedures quickly
 |

**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

|  |
| --- |
| **What can you expect from us?*** A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside** |

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

