



Your job

Job Title: Principal Asset Manager (Operational)

Service: Property and Assets

Grade: 12

Reporting to: Service Manager Strategic Assets

As a Principal Asset Manager (Operational) you will be responsible for leading and managing a team to deliver the most effective and efficient use of the Council's property assets in accordance with the Asset Management Plan. You will be responsible for ensuring that revenue streams are maximised and assets are fit-for-purpose through effective management of the Council's estate.

Working closely with colleagues across Strategic Assets, you will ensure that all opportunities are explored across the estate to effectively manage the income, maximise rental and reduce operating costs. You will lead complex negotiations with business and community tenants, and their representatives, and using your knowledge of Estate Management practice and landlord and tenant law seek to influence their decision making.

You will also work with service managers across the Council and in other public sector organisations, including health organisations, community and third sector groups to co-produce a modern, efficient and people-focussed estate that supports local growth within the Borough.

You and your team will work collaboratively with other support services including Legal and Financial Officers to ensure that all agreements, records and financial records are compliant with and relevant to the appropriate standards in order to minimise risk to the Council.

You will support the Property Information Manager to deliver the Council's annual asset valuation programme and liaise with finance and external Audit to resolve all year-end financial audit requirements.

This role is central to Wigan Council's mission of making all our towns and neighbourhoods flourish for those who live and work in them. You will have a depth of experience in asset management with knowledge of local authority/public sector requirements, programme management and a proactive approach to continuous improvement, supporting innovation and service excellence.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Develop a strategy to deliver the best return from the Council's investment portfolio which contributes to the over-arching Asset Management Strategy. This will include area-based asset reviews with recommendations for the disposal or improvement of assets and/or recommendations for acquiring income generating assets.
- Identify a schedule of opportunities to achieve cost savings, income generation and grant funding to ensure that our facilities are fit for purpose and making an enhanced contribution to the life of the community.
- In accordance with Audit requirements develop effective systems and processes to ensure the effective management of the let estate, income and data management in support of the Property Information Manager.
- Through effective consultation and communication with key stakeholders, including senior managers, Council Departments and

Services and other public sector organisations to shape the future of Wigan Borough through our property assets.

- Work with Strategic Managers in the delivery of the Council's Asset Management Plan to ensure that the operational estate is fit for purpose and meets the need of service change and reorganisation.
- In conjunction with the Property Information Manager formulate and oversee a programme of asset valuations for your area in accordance with financial regulations.

On an ongoing basis you will:

- Work effectively with Places Directorate to assist in the delivery of major regeneration and infrastructure projects.
- Provide property related advice in the acquisition and disposal of land by agreement or compulsory purchase and provide accurate and up to date property information required for effective decision making; attending meetings as necessary to ensure that the service is represented.
- Undertake a case load of estate management transactions including lease renewals, rent reviews, new lettings, dilapidations, lease re-gearing, surrender and renewals.
- Manage your team who will develop & implement the asset management plan.
- Manage your team to maintain asset management systems for property records, including the Terrier and Asset Register, to meet the needs of the Council's aim for data led decision making.
- Work effectively across the Council's service departments to provide timely and professional corporate property and asset management advice and support.
- Maintain an up-to-date knowledge of property markets and industry standards to ensure property related income is secured and risks are minimised.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Full Membership of the Royal Institution of Chartered Surveyors.
- Undertake relevant Continuous Professional development to meet the ongoing demands of the role and to meet RICS requirements.
- Extensive and demonstrable experience of managing a team, preferably in a local authority environment.
- The ability to work corporately and represent the service both within the Council and with other key public sector stakeholders including health services, government departments, the Combined Authority and other local authorities.
- The ability to identify and maximise opportunities for increasing income generation and efficiencies and revenue savings and implement improvement plans as necessary.
- Effective research and analytical skills and the ability to present findings and recommendations in a clear and coherent manner.
- Excellent communication skills both written and oral.
- Effective negotiation skills with third party businesses, developers, property professionals and external stakeholders.
- An effective knowledge of estate management procedures and legislation.
- An effective and practical knowledge of valuation techniques for general property management and asset valuation purposes.
- An effective knowledge of asset management in a local authority environment.
- An effective knowledge of Landlords and Tenant legislation in the management of local authority investment assets.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive

“ Take pride in all that you do and support and develop yourself and others. ”

Be Accountable

“ Be responsible for making things better, enabling change and supporting improvement. ”

Be Courageous

“ Be open to doing things differently and working collaboratively with others. ”

Be Kind

“ Be helpful, generous and thoughtful towards yourself and others. ”