Asset Investment Manager

JE Code: JE2397

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council** |
| **Service** | Asset Management & Investment Team |
| **Reports to:** | Head of Asset Management & Investment |
| **Job Family** | Professional & Technical |
| **Grade:** | K |
| **Political restricted** | N |
| **Date:** | June 2022 |

**Key Deliverables**

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| **1.** | Work as part of the Asset Management and Investment service to deliver outstanding planned, responsive and property investment services and contribute to the delivery of the Council’s strategic objectives. |
| **2.** | Manage the budget in relation to medium to large scale investment projects across voids and complexed planned projects, managing contractors to deliver to time, budget and quality. |
| **3.** | Where appropriate, carry out procurement process for asset investment projects. |
| **4.** | Carry out data manipulation and data analysis on large data sets and creating reports to provide insight for stakeholders, providing best options in line with investment or disinvestment business case. |
| **5.** | Develop and implement strategies, policies and plans relating to property investment; ensuring that these are communicated effectively and implemented to meet stated objectives and core values. |
| **6.** | Provide effective operational leadership to staff, fostering a culture of empowerment and openness, ensuring effective processes are in place to recruit, develop, coach, appraise, reward, and retain staff, promoting attendance and performance, in line with Council policy. |
| **7.** | Identify potential efficiency savings/gains within the service and take action to realise these to maintain the ongoing drive towards continuous service improvement. |
| **8** | Ensure the Council complies with all statutory obligations, requirements, and codes of guidance, and that the correct legal and technical advice is given to all residents and stakeholders.  |
| **9.** | Provide operational leadership and direction to staff by communicating the vision, objectives, and values; give responsibility and authority to others to deliver agreed objectives; represent at local, regional, and national forums. Support the Head of Asset Management & Investment to promote and maintain a culture of collaborative and consultative working between services, members, and external partners to maximise efficiency and effectiveness. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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|  | Possess a degree level qualification and/or significant relevant experience in a senior leadership role in Asset & Investment Management. |
|  | Extensive experience in the delivery of planned and responsive maintenance services and property investment including procurement of contracts including those subject to OJEU entry. |
|  | Experience of developing and delivering strategic plans that deliver corporate objectives. Leading outstanding customer focused services and experience of working with and developing new arrangements with partners including elected members and external agencies. |
|  | Ability to interpret complex, and sometimes conflicting data, to develop suitable responses for the delivery of a comprehensive and inclusive service.Ability to analyse situations, identify and communicate issues and potential solutions within the serviceExperience of managing complex projects and initiatives. |
|  | Experience of effectively setting budgets and resources.Experience of managing and monitoring significant capital and revenue budgets. |

Job Family

Professional/Technical

Grade K



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| **Colleagues Expectations*** Be professional at all times
* Work together for the good of the team, council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Managers expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
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Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

### Role Characteristics

At this level job holders report to a Head of Service or Director and are responsible for the development and implementation of strategy relating to two or more functions within that Service. Posts carry significant responsibilities for finance and a range of other non-financial assets and job holders will make autonomous decisions and lead the management of change throughout their sphere of influence within the appropriate functional areas.

### The Knowledge and skills required

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also, by a deeper understanding of the Council operational structures which both support and depend upon the job holder’s actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

### Thinking, Planning and Communication

Job holders will use their professional expertise to deal with highly complex, pressing issues on a day to day basis, but will also look well ahead and take a long-term, strategic view of their project and service delivery objectives over several years ahead, helping to shape their service’s composition, approach and operating procedures in accordance with wider goals mandated by the Service directorate.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

Roles will focus on the needs of whole classes of people whether external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions and the development of functional/directorate level policy and operating procedures.

In addition, such roles are likely to have very high levels of responsibility for such elements as finance (very substantial budget management), information assets (council-wide systems) or premises (of extremely high value and critical operational importance).

Roles will have full line management responsibility over an entire functional area with differing specialties and employee profiles.

### Impacts and Demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention while also managing very high levels of work

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders may at this level find themselves very occasionally exposed to some disagreeable, unpleasant or hazardous working conditions.