

Context statement

To accompany job description and person specification when required

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Job title – Operational Assets Business Partner

Directorate - Place

Service - Assets & Property

Team - Strategic Asset Management

Job description ref. - ES605 – Lead Senior Technical Officer

Grade - 13

Organisation Structure

Reporting to: Service Manager Strategic Asset Management

Responsibility for: n/a

Context of Work

Assets & Property

Assets & Property is part of the Place Directorate and is responsible for a range of asset and property related activity including estate management, building safety and compliance, asset strategy, facilities management, repairs and maintenance, and capital construction projects.

As part of the Place Directorate, we contribute to the directorate's goal to create outstanding places and services and play our part in delivering the Place Plan which is a roadmap for the future operations of the Place Directorate up to 2030. Placemaking is at the core of the Place Directorate. We are dedicated to working with our communities to create places where people can live and work comfortably. Places that improve people's wellbeing and maximise life opportunities.

The Council's Strategic Asset Management Plan (SAMP) 2024-2030 as agreed by Cabinet in October 2024 outlines the council's approach to managing its assets. It aims to transform how the council uses its land and property - moving the Council away from being traditional property owners in seeking opportunistic savings and one-off sales, to a more proactive approach as 'place-makers' that considers property as a platform for the delivery of the Council's wider corporate priorities.

The SAMP aims to ensure our assets and property service acts as an enabler for more effective and efficient delivery of council services, and our policies deliver an estate that adapts and responds to this change - one that is leaner and more agile and innovative in the way it supports the delivery of services. Be this through the provision of operational assets to support service delivery, or the management of commercial / investment assets maximising yields and receipts to fund council services.

Our Assets & Property functions are designed to facilitate the delivery of the SAMP 2024-2030 and aligns with the council's strategic ambitions. This includes a strong focus on strategic asset management and a business partnering approach, creating a clear link between asset strategy and assets service delivery.

Colleagues in Assets & Property teams will need to bring expertise and innovation to their role and will work on local, regional and collaborative projects, often as part of a multi-disciplinary cross functional team.

Strategic Asset Management



The Strategic Asset Management team lead on implementation of the SAMP, including responsibility for developing and monitoring an implementation plan for the SAMP, and for the production of a new SAMP when the time comes. The team ensures best use of assets through effective strategic management and rationalisation of the estate by undertaking asset reviews and developing asset class strategies.

The function includes a dedicated strategic transfers and disposals team, which drives forward disposals, generating capital receipts for the council, as well as transfers to town and parish councils.

Key Responsibilities

- Improve outcomes for Dorset communities by playing a key role in the development and delivery of the council's Strategic Asset Management Plan, ensuring the council has the right assets in the right places for effective service delivery, whilst also contributing to maximising the climatic, social and financial efficiency of our estate.
- Lead the strategic management of operational assets in relation to your portfolio (Place & Corporate / Childrens & Adults). Translating strategic objectives into operational plans and initiatives and manage their effective delivery
- Act as the key contact for strategic asset requirements for your portfolio of assets (Place & Corporate / Childrens & Adults).
- Work with service departments to understand their future asset requirements, supporting and challenging when necessary. Create multi-year forward plans of strategic requirements, aligning with the SAMP.
- To work proactively with elected members, service users, partners and stakeholders to identify and deliver asset requirements.
- Work with the Facilities Management service to embed the Effective Property Services approach across your portfolio.
- Lead asset class reviews and the development of asset class strategies and asset class management plans making recommendations for change (for example, retain, repurpose, dispose, develop) in relation to your portfolio of assets (Place & Corporate / Childrens & Adults).
- Drive forward options appraisals, feasibility studies, viability analysis and business cases to deliver the right property solutions which are financially sustainable and in line with the council's priorities, in relation to community and surplus properties
- To prepare, consult upon and present business cases, equality impact assessments and committee and other reports in respect of service and policy developments
- Be responsible for the use of budgets and resources within agreed delegated authority limits, financial governance arrangements and the scheme of delegation
- Co-ordinate and compile regular and ad hoc management information required by groups and boards.
- Take responsibility for ensuring a consistent approach to service delivery by liaising with other appropriate colleagues and by keeping up to date with relevant Council policy development and external legislation/guidelines appropriate to the function.
- Deputise as necessary for the senior colleagues and work collectively with Assets & Property colleagues as one team delivering a unified approach to customers and partners
- Undertake risk assessments and manage/mitigate risks. Identify issues and trends that may have an impact in their area of responsibility to enable and ensure that appropriate action is taken

- Act as the subject matter expert in relation to all asset management requirements related to your portfolio
- Establish strong and effective working relationships with and act as the point of contact for all strategic asset requirements with regards your portfolio.
- Work collaboratively with a range of agencies and partners to develop innovative solutions, and promote and coordinate initiatives to achieve business plan objectives and targets
- Plan, control and monitor allocation and use of allocated budgets/resources/funding effectively to ensure maximum value is delivered
- Continually work to raise standards, support excellent service delivery and ensure compliance with all council policies, procedures and legislation.
- Manage and update property data in relation to your area of work.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Essential & Desirable Criteria

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Qualifications/ training/registrations	
Educated to degree level, or equivalent experience in a relevant field	Essential
Experience	
Proven experience of service and stakeholder engagement, and relationship management	Essential
Demonstrable experience of options appraisal and business case development	Essential
Demonstrable experience of strategy development and implementation	Essential
Demonstrable experience of leading a high achieving team	Essential
Proven ability to manage budgets and resources	Essential
Demonstrable experience of developing property strategies necessary to deliver council priorities	Desirable
Comprehensive understanding and use of digital property management systems	Desirable
Demonstrable experience of estate management in and particular asset transfers and disposals	Desirable
Skills, abilities & knowledge	
Ability to analysis and understand complex datasets, including experience of needs analysis work	Desirable
Excellent communicator in both verbal and written format, able to facilitate clear, concise and timely communication amongst others	Essential
A self-starter, highly motivated, enthusiastic, dedicated and driven to achieve high standards and results	Essential
An excellent team player who works collaboratively, understands when to seek help if needed and has an ability to support others	Essential
Professional and courteous manner in doing business and dealing with all contacts inside and outside the organisation	Essential
A completer/finisher with a desire to see things through to their conclusion	Essential

High level of political awareness and acumen	Essential
Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change	Essential
Able to interpret property market trends	Desirable
Proven ability to deliver technically complex programmes of work to deliver agreed outcomes and objectives	Essential
Able to work at pace and under pressure	Essential
Behaviours	
Respect	
Accountability	
Togetherness	
Openness	
Curiosity	

Travel Requirement

This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

Context statement prepared by:			
Manager	Jessica Maskrey, Head of Assets & Property	Date	February 2025