

Assets and Estates Manager – Northstowe Town Council

JOB DESCRIPTION

Job Title	Assets & Estates Manager
Responsible to	Town Clerk
Hours of Work:	Full-time (default Mon – Fri), equivalent to 37 hours/week.
Duration:	Permanent contract
Probationary period:	6 months
Location:	Northstowe Town Council office ('The Cabin', The Green, Northstowe); potential for some home working.
Salary Range:	NJC SCP 33 – 36 (£41,418 - £44,428) - dependent upon experience and qualifications.
Start:	As soon as possible.

Health Considerations/Risk/Surveillance Required

- Office environment, computer user, etc.
- Access to plant rooms, building services equipment, and possible rooftop access.
- Occasionally working outside in inclement weather.

Description of Duties and Responsibilities

Northstowe Town Council is dedicated to the strategic development and management of community assets to enhance the quality of life for all residents. As we navigate the complexities of managing and acquiring new assets, the Assets & Estates Manager will play a pivotal role in ensuring these assets deliver maximum community benefit.

Core Responsibilities:

- **Asset Transfer and Acquisition Strategy:**
 - Lead the identification and assessment of potential assets for transfer, analysing their viability and strategic value to the community.
 - Prepare detailed business cases and bids for asset transfers, ensuring alignment with timelines and requirements.
 - Manage all aspects of the asset transfer process, from initial expression of interest through to proposal submission and assessment.

- **Asset Management and Maintenance:**
 - Develop and implement a comprehensive asset and estates plan to guide the sustainable management of buildings and green spaces.
 - Ensure all properties demonstrate compliance with relevant regulatory requirements, including routine servicing and maintenance.
 - Oversee contract management for estates and maintenance contracts across the portfolio.
- **Strategic Engagement and Compliance:**
 - Work closely with SCDC, other local authorities, and community stakeholders to ensure a coordinated approach to asset management.
 - Stay updated on changes in legislation relevant to asset management and ensure all activities are compliant with statutory requirements.
 - Instruct and oversee contractors for necessary works, ensuring high standards are maintained.
- **Financial and Team Management:**
 - Collaborate with the Town Clerk to manage budgets for assets and estates effectively.
 - As the council's asset portfolio grows, lead a team that may include groundskeepers, caretakers, and maintenance staff, ensuring effective management and development of team members.
 - In cases of recruitment delays, coordinate with contract services to maintain progress on strategic projects.

Key Result Areas:

- **Development and Growth:**
 - Spearhead the growth of Northstowe Town Council's Assets and Estates portfolio, ensuring assets are acquired strategically and managed effectively.
- **Compliance and Efficiency:**
 - Provide effective contract management and ensure building compliance, streamlining processes to enhance operational efficiency.
- **Community Engagement:**
 - Deliver assets that meet the long-term benefits of Northstowe residents and businesses, fostering community engagement and satisfaction.

Key Contacts/Communication Links:

- **Internal:** Town Clerk, Deputy Town Clerk, Elected Members.
- **External:** Partner organizations including SCDC, Cambridgeshire County Council, Cambridgeshire & Peterborough Combined Authority, Meridian Trust, developers, contractors, and facilities operators.