



JOB DESCRIPTION

JOB TITLE:	Director of Property and Investment
DIRECTORATE:	Economic Growth, Environment and Infrastructure
GRADE:	SM3
DIRECTLY RESPONSIBLE TO:	Corporate Director - Economic Growth, Environment and Infrastructure
DIRECTLY RESPONSIBLE FOR:	Property Manager

MAIN PURPOSE OF THE JOB

Demonstrate dynamic leadership and influence with partners' continually driving improvements to Trafford's estate, maximising opportunities for growth and investment.

Strategically lead and develop Trafford's Investment strategy ensuring a balanced portfolio of assets is achieved that delivers immediate outturns alongside longer term development opportunities that will generate income and create growth.

MAIN DUTIES

1. Provide strategic direction for the Council's property and investment portfolio.
2. Develop an intelligence-led approach to the redevelopment opportunities for enhanced value from the Council's property portfolio through targeted and strategic investment and take a lead role on negotiations for securing investment opportunities.
3. Implement strategic and innovative approaches to the management of the Council's assets through working with One Trafford Partnership, and to lead the opportunities for utilising the Council's property portfolio to support the delivery of the Council's regeneration and economic growth priorities.
4. To develop Trafford Council's relationship with major investors and ensure that the Council is seen as 'open for business'
5. To provide property advice for an investment programme and a pipeline of initiatives working with the Director of Growth and Regulatory Services to ensure that Trafford is well placed to take advantage of changes and flexibilities to

business rates and other sources of investment such as Regional Growth Fund, Evergreen, ERDF, Growing Places Fund etc. and commercial finance.

6. Strengthen and develop the contribution made by the private sector to the growth of Trafford's economy via business (directly and through member organisations) to maximise their investment in the Borough, and deliver opportunities for growth.
7. To lead on implementation and coordination of the Council's approach to corporate landlord and ensure flexibility to deal with future requirements including the promotion of low carbon technologies.
8. To work in partnership with the private sector and external agencies including GM Authorities, AGMA, the LEP and the Combined Authority to link into Greater Manchester priorities on a strategic and day-to-day basis to bring forward development and investment opportunities.
9. To keep up to date with existing and emerging national, regional and local policy and funding developments to ensure that Trafford is at the forefront of innovative thinking on investment and strategic use of borrowing and assets.
10. To deputise for the Corporate Director to ensure effective leadership of the Directorate and its functions.
11. To work constructively and corporately with all parts of the Council and Directorates on a range of activities.
12. To carry out other duties as may be required, commensurate with the responsibilities with the post.

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.



PERSON SPECIFICATION

JOB TITLE: Director of Property & Investment

DIRECTORATE: Economic Growth, Environment and Infrastructure

GRADE: SM3

STAGE ONE: Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Degree or equivalent plus a relevant professional qualification e.g. RICS or related property qualification or substantial evidenced experience in the property industry. Evidence of continued relevant professional development	A&C
2. Experience	
Evidence of delivering successful outcomes for property and investment in a challenging environment and of working successfully with the private sector to secure investment	A&I & AC
A track record of successful delivery of major projects with a complex private/ public sector interface, on time, on budget with a sophisticated understanding of the issues/ constraints involved	A&I & AC
Clearly demonstrable experience of utilising property portfolios to support regeneration and of working with a range of partners or JV's in an innovative way to maximise financial benefit from property.	A&I & AC
Proactive and innovative approach to working with partners and securing investment/ funding. Proven ability to be able to initiate and deliver complex	A&I & AC

deals and relationships with the public and private sector.	
Strategic and delivery of wide range of financial and regeneration activities which demonstrate genuine experience of initiating and delivering investment and growth	A&I &AC
Leadership or influencing of multi-disciplinary teams and evidence of delivering corporate objectives on time , on budget and to consistently high standards	A&I & AC
Track record of delivery of transformational change and leadership of highly effective teams.	A&I
3. Knowledge	
Detailed knowledge of relevant policy, regulations and legislation and principles of property, strategy and regeneration and the way in which they can be utilised by Trafford Council.	A&I
Good understanding of ways in which property can be used to support regeneration such as JV's Public, private/partnership etc	A/I
Clear and demonstrable understanding of business principles, economic drivers and commercial skills	A&I
4. Skills & Abilities	
Excellent communication, inter personal and presentation skills	A&I
Proven leadership ability	A&I
Strong partnership skills whilst ensuring that Trafford Council interests/ priorities delivered at all times	A&I
Ability to work successfully in a political environment and clear understanding of context in which the job is delivered	A&I
Evidence of successful budget management and associated performance	A&I
Management of conflicting priorities and timescales	A&I

Method of Assessment

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,

P = Presentation, **T** = Test, **AC** = Assessment centre

Date prepared/revised: Jan 2017

Prepared/revised by: AVB