

# Job Description and Person Specification

Role:



# Job Description

<b>Job Title</b>	Schools Property Asset Management Officer
<b>Grade</b>	8
<b>Service</b>	Facilities Management
<b>Reports to</b>	Corporate Property Information Manager
<b>Location</b>	One Friargate
<b>Job Evaluation Code</b>	D2719D



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## **About the Service your team will provide**

### **Purpose of the role**

To lead on developing, collecting, and maintaining Schools Property Asset Management information. Provide analysis and be responsible for the provision of schools asset management information to the Education Service and the DfES.

To assemble and analyse available evidence, develop and keep under review a range of statutory information and provide school capacity information for school place planning.

To assist the Corporate Property Information Manager in the management and implementation of the Property Asset Management System (PAMS) and information requirements of Facilities Management and the Education Service.

## **Main Duties & Key Accountabilities**

### **Core Knowledge**

#### Information Management

1. Assist the Corporate Property Information Manager in the management and implementation of Property Asset Management Systems (PAMS) in conjunction with the FM System and Process Manager. To manage the integration and updating of the schools asset management data into the corporate asset management databases.
2. To ensure the accurate and timely submission of information to the Government Departments relating to school property information.
3. To ensure the development, maintenance and updating of schools asset management information, related databases, spreadsheets and CAD plans to enable the cost effective provision of accurate and timely information to Senior Management, Cabinet Reports, Schools and the DfES as necessary and appropriate.

#### Statutory Plans

4. Assist the Education Capital Strategy Manager and supervise the development and review of the Asset Management Plans to meet DfES and the City Council's requirements.

### Legislation Change

5. To monitor changes in legislation and Government guidelines that affect the work of the schools section of the Corporate Property Information Team and the Education Service and advise senior management accordingly.

### Capital Programme

6. To assist the Education Capital Strategy Manager through the provision of management information.
7. To assist in the preparation and co-ordination of submissions to Government Departments and external agencies to maximise resources available to the Children's Service e.g. capital programme proposals, information in support of statutory proposals.
8. To work with Education Services as necessary on the acquisition and disposal of land, premises and planning issues involving educational sites and buildings.
9. To assist in the effective monitoring of capital expenditure, project management and collection of income such as contribution from schools to capital projects in accordance with Council policy.

### Planning School Places

10. To support the ongoing review of the Education Capital Strategy Team provision of school places including the preparation of school premises related management information.
11. To support the review of school capacity information to meet the service needs and the statutory reporting requirements of the Education Capital Strategy Team.

### Team Management

12. To supervise, monitor and evaluate the work of the schools section of the Corporate Property Information Team including the compilation, analysis and interpretation of statistics, development and maintenance of IT and office systems to ensure continuous improvement in the quality and efficiency of the Team.
13. Working with the Corporate Property Information Manager to develop effective communications, team working and participative management within the section.
14. To ensure the work of schools section of the Corporate Property Information Team is undertaken in accordance with City Council policies.

15. To ensure that members of the schools section of the Corporate Property Information Team have appropriate guidance in respect of their responsibilities for Health & Safety, on City Council policies such as equal opportunities and on financial procedures.
16. To contribute to and participate in appropriate staff development activities and ensure the development and implementation of appropriate staff development activities for the schools section of the Corporate Property Information Team.
17. To ensure that the Schools Section of the Corporate Property Information Team deliver all aspects of the operational plan for which they are responsible.

#### Communication

18. To ensure prompt and accurate responses to requests from Elected Members, Senior Officers, Heads of educational establishments and members of the public on all matters relevant to the work of the schools section of the Corporate Property Information Team.
19. To ensure that appropriate links are established and maintained with other Council services, specifically between Compliance and Surveying and the Education Service in addition to Central Government Departments, Diocesan Education Authorities, the Local Authority Associations, other LAs and other external bodies as necessary for the effective performance of the schools section of the Corporate Property Information Team.
20. To ensure that there is appropriate liaison and collaboration with relevant officers, and Head Teachers.
21. To provide schools property advice to the Head of Facilities Management, Corporate Property Information Manager and Education Strategic Manager.

#### Other Duties

22. To participate and contribute effectively as a member to the work of the Corporate Property Information Team
  23. Any other duties and responsibilities within the range of the salary grade.
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## Key relationships

<b>External</b> DFE/ESFA and Schools	<b>Internal</b> Coventry City Council Employees
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

<b>Staff managed by postholder:</b>  N/A
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## Person specification

<b>Job Evaluation Code</b>	D2719D
<b>Knowledge</b>	
Education Legislation and DfES guidance as they impact on the duties and responsibilities of the post.	
Wide ranging knowledge of the education service and the roles and responsibilities of the LA, Governors and Heads.	
Understanding of the political and management context of a local authority.	
IT systems and in particular an excellent understanding of software applications to store and manipulate data and generate reports to support management in decision making, monitoring and evaluation.	
Interpretation of building plans	
<b>Skills and Abilities</b>	
Excellent communication skills to communicate with a wide range of people including presentations	
Team leadership including planning, co-ordination, communication, coaching and development of individuals and the team.	
Person management including motivation, improving efficiency and effectiveness and discipline.	
Manage the creation and design of spreadsheets and databases using relevant software packages	
Analyse data appropriately.	
Organise own workload efficiently and effectively directing work of information analyst.	
Read, understand and apply complex documents, regulations etc. essential to meeting the responsibilities of the post.	
Able to prioritise and manage time effectively	
To work successfully under pressure to tight deadlines	
To manage and monitor funding in accordance with policies and priorities.	
To work collaboratively with colleagues.	
To work on own initiative	
<b>Experience</b>	
Leadership of others to deliver to deadlines	



Asset Management Planning role
Contributions to consultations and the implementation of changes governed by statutory procedures.
Effective use of IT to hold, manage and distribute information and communicate effectively.
<b>Qualifications</b>
<b>Special Requirements</b>

<b>Date Created</b>		<b>Date Reviewed</b>	May 2024
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