

Job Description and Person Specification

Role: Head of Commercial Property Investment Portfolio



Job Description

Job Title	Head of Commercial Property Investment Portfolio
Grade	SM2
Service	Property and Development
Reports to	Strategic Lead – Property and Development
Location	One Friargate, CV1 2GN
Job Evaluation Code	W0217W



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

1. To lead and direct the management and development of the council's commercial property investment portfolio.
2. To improve the financial performance of the portfolio by maximizing rents, improving yields, reducing non-recoverable spend and implementing more effective and efficient management regimes
3. To play a key role in Council decision-making regarding acquisitions and disposals of commercial investment property assets
4. To develop and implement a commercial property investment strategy and asset management performance improvement process
5. To deputise for the Strategic Lead – Property and Development in corporate and strategic matters as required

Main Duties & Key Accountabilities

Core Knowledge

- To lead on the development and implementation of the Council's commercial property investment strategy, including enhanced asset management of the portfolio, ground lease regears and the development of a balanced portfolio to support the achievement of long term income growth
- To act on behalf of the Strategic Lead - Property and Development and Director of Property Services and Development to proactively lead the strategic development of the Council's commercial investment property portfolio to maximise income and capital growth
- To lead and manage the Council's commercial investment property team in accordance with best practice, including the Council's behaviours and values frameworks
- To lead on the effective delivery of the annual asset valuation programme, including the commissioning of external valuers and ad hoc valuations as required
- To provide both strategic and expert technical advice to the service area, other Council departments, the One Coventry Leadership team and Cabinet members regarding the development of the portfolio, valuations and landlord and tenant issues and to ensure that all legislation and codes of practice are complied with
- To identify a strategic programme of opportunities to grow the income and capital returns from the portfolio, including the preparation of analysis, options appraisals, valuations, reports and business cases

- To play a lead role, and take direct responsibility for, strategic lease transactions or regears, including opportunities for redevelopment and new inward investment opportunities
- To play a key role in the delivery of the c.£15m annual net income target to fund key council services and act as budget holder for the commercial property portfolio
- Participate in Directorate wide strategic projects and initiatives
- Deputise for the Strategic Lead for Property and Development and Director of Property and Development on a regular basis at Cabinet and political briefings, and meetings with key external and investors as required
- Exercise, with due diligence, any powers and responsibilities delegated to the post holder and operate these within the terms of the delegation agreement and in accordance with the Council's policies, priorities and practices
- Any other duties and responsibilities within the range of the salary grade

Key relationships

External	Internal
Strategic external partners	Strategic Lead - Property and Development
Principals	Director of Property Services and Development
Senior persons within organisations	Valuation Surveyors
Elected Member	Commercial Income Team

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:

Staff managed by postholder: Valuation Surveyors & Commercial Income Team

Person specification

Job Evaluation Code	W0217W
Knowledge	
Understands the operation of the market for landlord and tenant relationships, valuation approaches, Planning and Property matters and relevant current legislation	
A clear understanding and knowledge of local government, including legal, financial, social and political aspects	
Understands approaches and methodologies for Valuations, including asset valuations	
Skills and Abilities	
Ability to carry out complex professional work and negotiations without supervision.	
Excellent communication and interpersonal skills and ability to persuade and influence others utilizing a variety of communication methods, including the preparation of complex written reports	
Demonstrable skill in dealing with valuation, landlord and tenant and wider property issues and awareness of implications of decisions	
Well developed problem solving and decision making ability	
Able to manage professional supporting staff including their motivation, training and development.	
Delivers results to required standards, in a timely and cost effective way	
Able to work with partners to reconcile conflicting objectives	
High degree of computer literacy, including use of property IT systems and packages	
Experience	
Proven experience at a senior level in strategic landlord and tenant matters, commercial property investment, asset management and conducting complex professional and technical negotiations.	
Experienced in working in a complex political environment and to be able to negotiate and work effectively with a range of stakeholders	
Proven senior level experience of leading, motivating, and managing multi-disciplinary teams to achieve success	
Experience of dealing with principals, senior persons within organisations and elected Members.	
Significant experience in project and programme management within a strategic property environment	
Experience of improving financial performance of complex property portfolios	

Experience of dealing with strategic external partners, either in the private or public sectors
Qualifications
Preferably a member of RICS or similar professional qualification and membership
Evidence of continuing professional development
Special Requirements

Date Created	June 2022	Date Reviewed	July 2023
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