

Job Description

Job title	Corporate Asset Manager
Reports to	Head of Property Services
Direct reports	n/a
Grade	To be confirmed through JE process
Salary range	

Job purpose

To lead the development and implementation of the Council's **Asset Management Strategy**, specifically focusing on the General Fund (GF) portfolio.

To be responsible for transforming asset data into a strategic investment framework, which when applied will ensure the Council's property interests are high-performing, compliant, and aligned with the Medium-Term Financial Strategy

To ensure that all relevant services are provided to all customers within the District of Bolsover including liaison with other Departments within the Council and outside agencies as required.

To ensure adequate records are maintained.

To ensure the service is delivered in line with all statutory and corporate policies, procedures and targets.

To ensure the service is delivered within the confines of a limited budget.

To ensure the service is fit for transition into the new authority under the terms of the local Government Review.

Duties and responsibilities

The post-holder must, at all times, carry out their duties and responsibilities to comply with the policies, Standing Orders, Financial Regulations, Employee Code of Conduct, procedures and Constitution of the employer.

1. To be aware of legislation, and changes in legislation, affecting compliance regarding corporate properties in the Council's ownership.
2. To ensure effective integration of Corporate Asset Management with Property Services departments including the Capital Projects and Facilities Management teams.
3. To maintain good working relations with other Officers of the Council and participate in multi-disciplinary teams as may be required.

4. To ensure that all Corporate Asset management projects are delivered in line with all statutory and corporate policies, procedures and targets and are on time, on budget, to required quality and in compliance with health & safety legislation.
5. To be aware of and consider the issues of sustainability and environmental impact in all projects.
6. To ensure compliance with procurement rules and the councils standing orders.
7. Lead the reformed Asset Management Group (AMG). Acting as the primary technical advisor and advocate for asset management to Portfolio Holders, Officers and Senior Leadership.
8. Implement and refresh the Action Plan of the Strategic Asset Management Plan; translating corporate goals into specific projects. Oversee/manage these projects through to handover to ensure asset reliability, safety, and cost optimisation.
9. Audit and validate the Non-Domestic Asset data. Lead the procurement and implementation of new Asset Management Software to replace legacy systems. Centrally locate all asset data into the new Asset Management Software.
10. Create individual Risk Registers for every asset, scoring them annually on safety, operational, financial and environmental impact.
11. Undertake high-level inspections to understand each asset's fabric, M&E systems, operational demands, and use. Use this, alongside survey data already held, to produce a 30-year lifecycle plan that forecasts renewal needs and supports a shift from reactive to proactive investment.
12. Identify opportunities for asset rationalisation and produce business cases to support the optimal solution.
13. Manage the 12-month rollout of the new Asset Management framework.
Develop KPIs to report performance directly to the Executive.
Within the first 12 months to meet the targets set out below:

Month 3: Completion of the "Asset Maturity Assessment" and gap analysis.

Month 6: Procurement of the new Asset Management Software and validation of the Non-Domestic Asset Register.

Month 9: Delivery of the individual Risk Registers and Lifecycle Strategies for all core General Fund assets.

Month 12: Full implementation of the reporting dashboard for the AMG and Executive.

14. To deputise for the Property Services Manager as required.

15. To be available in the event of "out of hours" emergencies in relation to the duties.

16. To carry out any other duties commensurate with the post.

Working conditions

Occasional evening and weekend work, investigations will include working outdoors and at times, working with challenging clients, and a full driving licence and own car is required to work in this post.

Physical requirements

The work involved in meeting the requirements of this post should not be physically demanding but may involve accessing scaffolding or loft spaces via ladders and other access equipment.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	Ian Barber
Date approved:	23 April 2026
Reviewed:	