

PERSON SPECIFICATION

Post Title: Corporate Asset manager	Section: Property Services
Directorate: Property, Construction and Assets	

Essential Requirements	Desirable Requirements
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Knowledge	AM		AM
<p>Working knowledge of a building's envelope, including roofs, walls, and structural components and how their performance impacts the building's suitability for purpose.</p> <p>Working knowledge of the components within a building, including mechanical and electrical plant, and how their performance impacts the building's suitability for purpose.</p> <p>Good working knowledge of lifecycle management of infrastructure, equipment, and facilities, including the significance of maintenance and operations undertaken therein.</p> <p>Good working knowledge of financial planning and budget management.</p> <p>Knowledge of Risk Mitigation: Identifying and managing risks, including financial, conducting regular audits and compliance checks.</p> <p>Demonstrable knowledge of construction project management and contract management.</p> <p>Demonstrable knowledge of procurement, tender specification and evaluation and budget management.</p> <p>Demonstrable knowledge of construction related Health & Safety legislation including Construction Design Management Regulations.</p> <p>Demonstrable knowledge of Building and Planning Regulations and their interpretation.</p>	a, i & c	<p>Knowledge of GIS (Geographic Information Systems), Building Management Systems and IoT for building performance.</p> <p>Understanding of local government capital accounting</p>	a & i

<p>Demonstrable knowledge of inspections of properties to determine repair/maintenance requirements.</p> <p>Demonstrable knowledge of plans, architect's and engineer's drawings, and specifications.</p> <p>Knowledge of Asset Maturity Models (e.g., ISO 55000/PAS 55).</p>			
Qualifications			
<p>Degree in Real Estate, Surveying, or Asset Management.</p>		<p>Post-graduate qualification in Data Analytics or Finance. ISO 55001 Internal Auditor certification.</p> <p>Professional membership of RICS (General Practice or Commercial) or IAM (Institute of Asset Management) or MCIQB</p> <p>Project management qualifications</p>	
Experience			
<p>Proven experience in Strategic Asset Management within a Local Authority or medium or large public sector or private body.</p> <p>Experience of managing at the customer interface.</p> <p>Experience of issue resolution / problem solving, including responding to complaints.</p> <p>Experience of interactions with clients and residents/occupiers to ensure smooth running of projects and resolve issues.</p> <p>Effective contract management experience with consultants and contractors to ensure effective running of projects and resolve issues in respect of works undertaken.</p>		<p>Experience managing Corporate assets and commercial portfolios for financial optimisation</p> <p>Experience navigating "Scrutiny" committees or public consultations.</p> <p>Experience with "Power BI" or similar for executive reporting dashboards.</p> <p>Experience procuring and implementing EAM (Enterprise Asset Management) or CAFM software.</p>	

<p>Property systems/database experience</p> <p>Track record of taking a strategy from "Draft Action Plan" to "Full Rollout" within a defined timeline</p> <p>Experience of Risk Mitigation</p> <p>Experience of reprioritizing work within existing budgets appropriately with consideration to business risk and customer service</p>		<p>Advanced Excel/Data modelling skills.</p> <p>Experience of employee development and personal performance management.</p> <p>Experience of working in the public sector.</p> <p>Experience of public sector procurement of contracts.</p> <p>Experience of preparing and presenting reports to Council, Executive Cabinet and senior managers on a variety of subjects.</p>	
<p>Skills</p>			
<p>Ability to present complex financial and technical data to Elected Members and Cabinet committees</p> <p>Ability to effectively liaise with vendors, suppliers, and stakeholders.</p> <p>Ability to carry out appraisals and feasibility and cost benefit analysis</p> <p>Ability to communicate effectively using Microsoft suite and Asset Management software</p> <p>Ability to use strong interpersonal skills to communicate effectively with stakeholders at all levels. Skilled in influencing to ensure optimal options receive appropriate consideration. Also able to constructively guide stakeholders away from less effective alternatives.</p> <p>Ability to deliver to deadlines</p>	<p>a & i</p>	<p>AutoCAD or similar drawing package skills</p>	
<p>Other Requirements:</p>			
<p>A flexible approach to working hours</p>	<p>a & i</p>		

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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