

Job Title/Role:	Estates Director
Grade/Salary:	Up to £55,000
Section:	Resources – to lead Estates Department
Responsible to:	Executive Director of Resources – Kieran Timmins

Job Profile

Main Job Purpose:

To lead, develop and maintain an Estates Department of excellence, which supports the Authority's vision and aims. A department that effectively utilises its property assets to support MF&RS (Merseyside Fire & Rescue Service) in its' mission to provide an outstanding service to the Merseyside community as a whole. A Director that will:-

- Provide effective leadership of the in-house team.
- Effectively manage any outsourced contractor or services.
- Constantly review the effectiveness of services and procedures.
- Continually assess new products and services for their cost effective usefulness to MF&RS.

Key Areas Of Responsibility (Maximum Of 12):

1. To lead and manage the Estates Function
2. Maintain an Estates and Property Strategy in line with best practice . Maintain Ownership of Delivery of Asset Management Plan in accordance with strategic objectives and IRMP. Ensure that Merseyside's strategy is developed, implemented and updated to take account of corporate and departmental service priorities, external pressures / drivers and technology opportunities
3. Consult and engage with the senior management team and users across the service to fully understand their needs, requirements and ability to employ ICT services and systems
4. Management of Statutory Responsibilities in connection with Buildings and Estate.
5. Strategic Overview of Merseyside elements of PFI Project and their relationship to the NW Project
6. Management of FM Helpdesk and Estates Point of Contact.
7. Management of quantity of energy and water consumption.
8. To lead the Environmental team and implement the Carbon management plan to make Merseyside's fire service as 'green' as possible
9. Management of rates payments.
10. Provision of Project Delivery resources.

11. Management of Estates' suppliers including appointment terms, performance monitoring and continuous improvement in conjunction with Procurement Department.
12. Line management of internal Estates resources, Lead and manage a central Estates department, ensuring well motivated and capable staff; ensure service delivery meets required standards; manage corporate Estates budgets.
13. Reporting on Estates performance and delivery against Asset Management Plan ;Develop and maintain a system of performance management and review for ICT, ensuring the system is used to improve performance.
14. Provision of technical Estate-related resources to whole MFRS including technical building related matters, valuations etc. as instructed by Director of Resources
15. Provide professional leadership, ensure the co-ordination and development of the wider Estates user community within the Authority
16. Be the lead professional advisor to the Authority and its members on Estates matters.
17. Identify, keep under continuous review and manage key estates related risks
18. Build and maintain strong relationships with Members, the Executive and Corporate Leadership Team and all relevant external organizations
19. Work with colleagues in other departments and from other disciplines to ensure the integration of Estate improvements, process improvements, people related change management and service development, in order to develop our organisation and bring about strategic improvements
20. Make suitable consideration of regional and national Fire and Rescue Service re-organisation implications to MF&RS
21. Play an active part in regional and national Estates working groups and be an "ambassador" for the Authority
22. Play an active part in regional and national ICT working groups and be an "ambassador" for the Authority
23. Ensure a professional and diligent profile to promote MF&RS into the profile of a flagship authority

PERSON SPECIFICATION

(See guidance available on Public folders/personnel/current vacancies)

Essential And Desirable Attributes Required		
Attributes	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> ✓ Building surveying or construction industry professional qualification and membership of relevant professional organisation (e.g. RICS, CIOB, engineering institution membership) 	<ul style="list-style-type: none"> ✓ Management related qualification ✓ Current Health and Safety qualification/certification in construction related area
Relevant Experience	<ul style="list-style-type: none"> ✓ Technical experience in building/construction industry ✓ Strategic Business Planning ✓ Managerial/line management experience ✓ Asset management, planning/programming tasks ✓ Construction industry contract management ✓ Experience of managing budgets ✓ An understanding of and commitment to improving environmental performance 	<ul style="list-style-type: none"> ✓ Change management experience ✓ Private and public sector experience/knowledge ✓ PFI Project experience during development or delivery phases
Knowledge and Skills	<ul style="list-style-type: none"> ✓ Data Management ✓ Understanding of range of advantages and disadvantages of procurement options – traditional/partnering/short and long term arrangements ✓ Knowledge of building related legislation ✓ Knowledge of Construction (Design and Management) Regulations 2007 ✓ Effective Leadership and Motivational Skills ✓ Excellent verbal and written communication skills ✓ Management and direction of staff ✓ Ability to organise and plan to achieve targets ✓ Personal commitment to excellence 	<ul style="list-style-type: none"> ✓ Knowledge of public sector procurement and governance ✓ Awareness of common asset management software packages ✓ Knowledge of challenges facing Emergency Services and Fire Sector in particular ✓ Knowledge of Merseyside Fire and Rescue Service ✓ Understanding and awareness of recent local government finance initiatives

<p>Work Related Circumstances</p>	<ul style="list-style-type: none">✓ Initiative, adaptability and flexibility✓ Ability to identify and address training needs. ✓ Development and management of team structure✓ Delivery reporting against targets✓ Time and priority management✓ Benchmarking experienceAwareness of Managerial responsibilities in relation to Diversity and Equality.	<ul style="list-style-type: none">✓ Recruitment and Role Description✓ Staff Performance Management
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