

**PERSON SPECIFICATION**  
**Job Title: Executive Head of Assets and Project Delivery**  
**Band: 15 £63,960 - £70,837 FTE per annum**

	<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
1.	Qualifications	<ul style="list-style-type: none"> <li>• Professional qualification in a related discipline (e.g. RICS)</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Management qualification</li> </ul>
2.	Experience	<ul style="list-style-type: none"> <li>• Significant experience within the Assets and Estates services area at a strategic level</li> <li>• Significant experience of project delivery using a recognised methodology (eg PRINCE 2)</li> <li>• Strong understanding of business planning processes</li> <li>• Experience of leading in a multi- disciplinary professional setting.</li> <li>• Demonstrable experience translating strategic objectives to clear deliverables</li> <li>• Experience mobilising and motivating teams and/or direct reports</li> <li>• Demonstrable experience of coaching and/or mentoring others</li> <li>• Experience of overseeing budgets and service expenditure</li> <li>• Substantial experience in the application of a corporate approach in the development and implementation of policies and strategic initiatives</li> <li>• Experience of overseeing and managing a large asset portfolio</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in overseeing development of commercial initiatives</li> <li>• Experience in driving forward place shaping and regeneration</li> <li>• Experience of working in a political environment at a senior level</li> </ul>
3.	Specialist Knowledge	<ul style="list-style-type: none"> <li>• Qualified and experienced in asset management</li> <li>• Commercial understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Strong technical knowledge of one or more service areas (building surveying, asset management, facilities management, serviced offices, project delivery, direct housing delivery)</li> <li>• Formal project management methodology (eg PRINCE2)</li> <li>• Good knowledge of local government</li> </ul>
4.	Skills & Attributes	<ul style="list-style-type: none"> <li>• Proven ability to lead and develop managers to ensure continuous improvement</li> <li>• Competent and confident decision maker</li> <li>• Working collaboratively to identify and implement efficiencies and the commercial potential of services</li> <li>• Clear ability to persuade and influence others including at a senior level</li> <li>• Strong analytical thinking and problem-solving skills on a strategic level</li> <li>• Professional, technical, legal, financial, commercial and budgetary skills relating to service areas to enable justification of decisions to councillors, staff, clients, partners and contractors</li> <li>• Strong IT skills</li> <li>• Able to communicate complex information and ideas clearly and accurately.</li> </ul>	

