



REDRUTH TOWN COUNCIL

## **ASSET MANAGER**

**SCP range 24 - 28**

**37 hours per week, with occasional evening and weekend working as required.**

### **JOB DESCRIPTION**

**Responsible to:**

Responsible Finance Officer / Deputy Town Clerk

**Job Purpose:**

To advise on and manage the Town Council's asset portfolio, in accordance with strategic objectives.

**Scope:**

To demonstrate commitment to all aspects of Safeguarding to ensure our staff, customers and visitors are safe and to discharge our duty in terms of corporate safeguarding of all.

To behave in a way that recognises the importance of organisational culture, values, and accountability.

To act in a socially responsible way at all times, ensuring your behaviour, actions and decisions consider sustainability of resources, the Climate, and the Environment.

To adhere to standards set to ensure health and safety at work, which includes following procedures correctly and participating in relevant health and safety training, in helping to create a safe and supportive organisation for all.

To undertake tasks as required to support the Council's range of events and festivals as directed.

## **Duties & Responsibilities:**

1. Work with the Strategic Projects Officer to develop and deliver innovative solutions in relation to the asset portfolio, ensuring that assets make an enhanced contribution towards the community.
2. Provide and receive strategic advice and conduct negotiations in relation to landlord and tenant matters, including lease renewals, rent reviews and delivery of new lettings.
3. Develop and implement a robust Asset Management Plan including an Acquisitions and Disposals policy.
4. Commission and oversee external specialist contractors in relation to Redruth Town Councils asset base.
5. Ensure capital projects are completed on time and on budget, by applying the principles of project management and undertaking due diligence.
6. Support the preparation of financial forecasts and budgets to ensure sound asset management.
7. Ensure all assets are maintained and managed in accordance with the Council's legislative framework and in close liaison with the Facilities Manager.
8. Work in close liaison with the Town Clerk, Deputy Town Clerk /Responsible Finance Officer and Facilities Manager to ensure optimal health, safety, and accessibility across the asset base.

## **Asset Systems & Data Management**

9. Work with the Responsible Finance Officer and Finance Assistant to establish and maintain a comprehensive asset management system, including all capital and non-capital assets.
10. Ensure all asset data is accurate, up to date and aligned with financial and insurance records.
11. Reconcile insurance documentation and maintain an annual asset insurance schedule.
12. Implement and maintain coherent digital and physical file management systems.

## **Contracts & Supplier Management**

13. Review contracts, assess alternatives and provide informed recommendations to support decision-making.
14. Monitor contract performance and ensure contractual obligations are fulfilled.
15. Maintain oversight of contract lifecycle, including timely review and renewal to ensure continuity of service.
16. Manage day-to-day building queries, access arrangements, and contractor coordination.

## **Compliance, Risk & Governance**

17. Prepare and maintain risk assessments in relation to asset management activities.
18. Keep up to date with, and provide advice on, legislation relating to asset management and procurement.
19. Establish and maintain systems to ensure mandatory monitoring and testing is completed, with certification recorded centrally.
20. Develop and implement robust contingency and business continuity procedures (e.g. IT failure, loss of access to buildings)

## **Operational Support**

21. Provide support to Councillors and staff with operational systems and escalate IT issues to the relevant provider as required.
22. Act in a polite, professional, and capable manner at all times.
23. Undertake any other duties required by the Council consistent with the level and scope of the role.

This Job description outlines the duties required of the post entitled Asset Manager to indicate the level of responsibility. It is not a comprehensive or exhaustive list and duties may be varied from time to time, which do not change the general character of the job or the level of responsibility.

## Person Specification

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
<b>Educational Qualifications</b>	<p>Strong academic record with a degree or equivalent</p> <p>Minimum 5 GCSEs (or equivalent) including English and Maths</p> <p>Relevant Health &amp; Safety qualifications or equivalent experience</p>	<p>Professional qualification – RICS qualified</p> <p>Project Management qualification</p>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience in property/asset management</li> <li>• Experience in project management</li> <li>• Commercial awareness</li> <li>• Good understanding of Contract legislation (UK Public Contract Regulations 2015)</li> <li>• Contract Management experience.</li> <li>• Knowledge of conservation/historic buildings</li> <li>• Good working knowledge of Health &amp; Safety</li> <li>• Proven competency in Microsoft Office and other software programmes, including database creation spreadsheets etc.</li> <li>• Excellent communicator at all levels with both internal and external stakeholders</li> <li>• Able to produce compelling analytical reports and briefings.</li> <li>• Ability to obtain and assimilate complex information and communicate it concisely and clearly to internal and external stakeholders.</li> <li>• Track record of negotiating skills.</li> <li>• Ability to work proactively and manage a varied and demanding workload to meet competing demands and tight deadlines and produce high quality work.</li> <li>• Experience of preparing and managing budgets</li> <li>• Experience of handling confidential information</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of local government administration and practices</li> <li>• Experience of compiling funding bids/applications</li> </ul>

<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• To be a positive ambassador for the Town Council</li><li>• Driven and focussed with the ability to work on own initiative.</li><li>• Flexible in approach</li><li>• Able to motivate others.</li><li>• Tenacious and resilient.</li><li>• Ability to respond positively and constructively to conflicting demands.</li></ul>	<ul style="list-style-type: none"><li>• Able to respond independently to unexpected situations</li></ul>
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