



## DIRECTOR – PROPERTY, ASSETS AND BUILDING SAFETY

<b>Reports to:</b>	Corporate Director Neighbourhoods & Regeneration		
<b>Department:</b>	Neighbourhoods & Regeneration, Property, Assets and Building Control	<b>Grade:</b>	Hay 3
<b>DBS Status:</b>	Basic	<b>Politically restricted:</b>	Yes

### Job Purpose:

To act as chief asset and building safety officer for Brent Council, by embodying our values, championing change, and leading exemplary service in one of the most exciting and progressive boroughs in the country. The whole council, the communities we serve, and our members will look to you as chief custodian of the council's and communities' assets to leverage the very best outcomes for the citizens of Brent.

#### Responsible for:

- The corporate estate- including offices, public buildings, commercial units, community facilities, and housing assets cross the council.
- Principal officer for building control within the authority

### Values

Collaborate proactively.  
Lead inclusively.  
Embrace change.  
Be bold and curious.  
Celebrate and share our success.

### Overall Description

This role will help shape the direction of the council to drive forward the public service reform agenda and ensure delivery of its priorities and add value to residents. It will enable the council to meet its future challenges, fostering a culture of continuous improvement.

The Director of Property, Assets and Building Safety will be responsible for the strategic planning, operational management, compliance and optimisation of the council's property and assets portfolio.

The Director will manage a complex range of internal and external relationships, including senior officers across the council, Cabinet lead members, elected members, and public, Building Safety Regulator, private, and third sector partners.

It requires the postholder to develop and sustain strong partnerships and foster new ones and to lead a high-performing team in a fast-paced environment under scrutiny. This role will lead to policy development on property, assets and building safety, ensure Brent is fully compliant with new legislation, and maintains high professional standards.

The position is expected to be part of the Councils' emergency planning and resilience arrangement, including being on call Gold and Silver, and to demonstrate a commitment to embedding ownership throughout the organisation of this being everybody's business.

### **Job specific roles and responsibilities**

1. To act as chief property officer providing strategic direction, leadership, operational management and financial control for the planning, development, delivery and management of the Council's portfolio of property, assets and building safety duties.
2. To be responsible for the facilities management of the Council's retained property portfolio, and drive performance and efficiencies within the facilities management contracts.
3. To sensitively deal with high profile and politically challenging issues such as matter of public safety and the disposal of asset of political and/or community interest.
4. To take on the role of lead professional for the Council's Building Control service and to ensure the efficient day-to-day management of the Building Control Section which deals with a full range of functions, including application processing, public safety, and enforcement.
5. To prepare and lead the Building Control service through the process of change with the introduction of new legislation that impacts on service delivery and provide advice and support to other Council services that could also be impacted.
6. To be the Chief Officer of the Barham Park Trust Committee and Hillside Corridor Board.
7. Oversee budgets, allocate resources efficiently, and apply financial acumen to support strategic priorities and maximise organisational performance.
8. Drive continuous improvement and lead transformational initiatives that align with strategic goals, ensuring high standards in service and team performance.
9. Lead the delivery of customer-focused services, meeting demands, managing deadlines, and driving quality improvements to enhance customer satisfaction. Supply key data to support internal and external monitoring of performance.
10. Foster impactful, cooperative relationships with internal and external stakeholders to achieve strategic outcomes, aligning interests and maintaining positive, collaborative partnerships.
11. Engage and motivate a diverse workforce with empathy, professionalism, and a commitment to ethical standards, equal opportunities building trust across political and organisational dynamics.
12. Develop strategic communication and negotiation skills to build consensus, influence decisions, and convey messages effectively across diverse stakeholders.

13. Provide robust governance and proactive risk across the council by monitoring compliance with safeguarding, health and safety, equal opportunities, and data protection standards, while upholding professional integrity and probity in service delivery and providing strategic guidance on critical issues.

### **Essential Requirements (key skills & qualifications).**

#### **Knowledge and Qualifications**

- A relevant degree and higher qualification in a related field e.g., estate/property management or a related discipline
- Professional qualification and membership of a related body e.g., RICS, IWFM, CIOB

#### **Experience**

- Significant experience of operating at a strategic, senior management level in a large diverse organisation to with responsibility for a property and assets function.
- Experience of managing or holding statutory responsibilities in a property and asset function, monitoring and discharging those responsibilities
- Strong experience in strategic asset management including assessment of income generation and disposal.
- Experience and knowledge of financing mechanisms to achieve net zero targets and other sustainability initiatives in a property and asset function.
- Experience of leading large-scale projects and programmes, spanning partnership working, multi-disciplinary teams, commanding confidence and building positive working relationships
- Understanding of the political context and environment of local government
- Successful track record of leading innovation and transformational change  
Experience of developing teams, recognising, and nurturing talent and addressing poor performance.
- Strong interpersonal skills and excellent communication/influencing skills.
- Demonstrable commitment to equality and diversity issues in both service provision and employment practices.
- Strong experience of setting service standards that will enhance the reputation of the council and empower others to deliver.
- Demonstrable track record of exceptional resource management including identifying and implementing efficiencies and delivering savings targets.

**Skills and Abilities**

- Strong Leadership and management skills including people, performance and budget management.
- Communication, negotiating and influencing skills.
- Work collaboratively corporately and departmentally creating a strong team spirit.
- Strong role model who demonstrates a personal commitment to high standards of public service, honesty and integrity and professionalism.
- Ability to effectively manage the existing Facilities Management portfolio and support the requirements placed upon the Council via the Civil Contingencies Act.
- Ability to identify opportunities to utilise the Council's portfolio in support of workplace, Audio Visual and other strategic council-wide objectives.
- Ability to develop networks and relationships that add value to the Council, with the ability to identify opportunities and act on them, delivering outcomes that represent good value, which aim to deliver more than just enough, able to self-assess and challenge own performance.
- Ability to work with the wider public sector and external partners to maximise the use of the council's operational property portfolio.

**Annual Budget Responsibility**

- £2.8b asset base
- £18m Leaseholder acquisitions including Compulsory Purchase Orders
- £1.8m ring fenced fund for HRA lease extensions, sales, and purchases, including loft and basement transactions
- £2m commercial income rent roll.
- £4m expenditure leasehold property
- £3.5m facilities management contract
- £3m Ratings & Utilities budget

**Overall Headcount: 130**

*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*