

JOB DESCRIPTION

Job title:	Director: Assets, Infrastructure and Property
Grade:	D1
Managed by:	Executive Director: Growth and Regeneration
Responsible for:	Allocated Heads of Service
Accountable for:	<ul style="list-style-type: none"> • Capital Programme Delivery • Waste (inc. Bristol Waste client function) • Property, facilities management and corporate landlord • Energy (inc. City Leap client function)

Purpose of the job

This is a senior leadership role and as such the purpose, accountability and outcomes can change in accordance with organisational requirements.

- Support the Executive Director Growth and Regeneration in delivering Mayoral and Cabinet commitments to the One City Plan to meet the current and future needs of the city.
- Work in collaboration with external agencies, public and private sector partners to achieve an inclusive and vibrant economy in which opportunity and success is shared.
- Be an active member of the council's wider leadership team with collective responsibility for the managerial leadership of the council, encouraging a collaborative organisational culture focused upon improvement and high performance.
- Ensure that the work of the Assets, Infrastructure and Property Division makes a full contribution to the council's agenda and meets the aspirations of the city as a whole.
- Take leadership responsibility for all strategic matters in relation to Assets, Infrastructure and Property, managing programmes and teams and delivering projects that contribute to the current and future needs of the city.
- Lead a diverse range of services to achieve successful outcomes for the city and the council, inspiring others to give their best.
- Ensuring we fulfil our legal and moral obligations; and enhance the reputation of the City of Bristol as a diverse and inclusive place.

Job-specific outcomes / accountabilities

- Capital programme delivery, establish and lead a dedicated capital programme management function; oversee BCC's relationship with the capital strategic partner.
- Build a hybrid (BCC staff and capital strategic partner resources) centre of excellence and subject matter expertise to provide council-wide capability for of capital delivery.
- Oversee the inward transfer of functions from elsewhere in BCC: Deliver the £900m capital programme.
- Drive implementation of corporate change initiatives within the directorate, in particular implementation of common activities and corporate landlord function/estate rationalisation.
- City Leap decarbonisation partnership: operational client responsible for progression from preferred bidder to company formation.
- Establish and oversee the operation of all aspects of governance; internal sponsor to ensure compliance with BCC's obligations under the agreement.
- Ensure the successful delivery of the City Leap five-year business plan (>£100m anticipated third party investment).
- Waste function: act as operational client role for BCC's wholly owned Teckal company Bristol Waste (annual contract value >£40m) lead overall delivery of the administration's strategic waste objectives.
- Property, FM and Corporate Landlord; oversee the development and delivery of the Council's property portfolio; implement the corporate landlord model of asset management.
- Deliver BCC's commitment to net zero estate operations by 2025; Achieve a 50% reduction in corporate accommodation by 2024; Generate capital receipts required to meet Medium Term Financial Plan commitments.
- Ensure property aligns to wider economic and social objectives for the city including housing delivery, regeneration, sustainable infrastructure and community development.
- Drive implementation of corporate change initiatives within the directorate, in particular implementation of common activities and corporate landlord function/estate rationalisation.

Core job outcomes/accountabilities
<ul style="list-style-type: none"> • Work collaboratively with Executive Directors and Directors in the development and delivery of the council's strategic objectives.
<ul style="list-style-type: none"> • Work with the Mayor, Cabinet, elected members and other managers in the achievement of business plans.
<ul style="list-style-type: none"> • Lead on strategy development, policy planning and policy formulation within the professional disciplines covered by this role.
<ul style="list-style-type: none"> • Provide strong and inspirational "one council" leadership, promoting a culture of high performance, continuous improvement, innovation and customer focus.
<ul style="list-style-type: none"> • Be responsible for significant delegated financial budgets and resources ensuring they are allocated effectively for the delivery of high quality services, in a manner that demonstrates value for money and compliance with relevant policies and guidelines.
<ul style="list-style-type: none"> • Develop long-term, mutually beneficial relationships with key partners to successfully deliver the key outcomes of the One City Plan.
<ul style="list-style-type: none"> • Enable a high-performing, diverse, inclusive and engaged workforce to deliver the council's strategic plans. Support and challenge others in developing, sourcing and deploying talent whilst promoting health and safety and employee wellbeing.
<ul style="list-style-type: none"> • Lead and embed a team and individual performance management approach that underpins effective operational performance.
<ul style="list-style-type: none"> • Lead and demonstrate personal commitment to an inclusive and respectful culture in which colleagues act with integrity at all times.
<ul style="list-style-type: none"> • Ensure that the council operates within constitutional, legal and regulatory requirements.
<ul style="list-style-type: none"> • Act as a positive ambassador for Bristol and the council, promoting an excellent reputation locally, regionally and nationally.

Corporate accountabilities

Leadership qualities

These are the attributes that we most need from our leaders in order to achieve our vision. Leadership Qualities identify how I go about the work of a leader:

- Integrity
- Connected
- Empowering
- Visionary

Leadership behaviours

These set expectations of how managers lead their teams and service and are for senior leaders to adopt and role model:

- Solving problems effectively
- Operating with a strong results orientation
- Supporting others
- Seeking different perspectives

Organisational values

Role model and live the values in everything you do and celebrate successes through others:

- Ownership – we take personal accountability
- Collaborate – we come together to find the answers
- Dedicated – we strive to make a difference
- Respect – we value everyone
- Curious – we ask questions and explore possibilities

Volunteering

To volunteer three days per year to support a local initiative that contributes to improved outcomes for Bristol as a City and its residents.

PERSON SPECIFICATION

Essential
<ul style="list-style-type: none"> Proven track record of major programme and project delivery on time and within budget, within an organisation of a comparable diversity and complexity.
<ul style="list-style-type: none"> Skilled leader with track record of achieving desired outcomes by working/negotiating with stakeholders and by motivating team and internal colleagues to give of their best.
<ul style="list-style-type: none"> Experience of strategy, policy and delivery across all of the disciplines covered by this role.
<ul style="list-style-type: none"> Knowledge and understanding of the challenges cities like Bristol and the wider public sector face alongside the policy and governance requirements across the function.
<ul style="list-style-type: none"> High level of commercial acumen with experience of partnering with the private sector to achieve win-win outcomes and a track record of structuring deals and/or securing investment.
<ul style="list-style-type: none"> Understanding and/or experience of Local Authority Trading Company (LATCO) environment, Teckal and other relevant models, with experience of company/ JV formation.
<ul style="list-style-type: none"> Strong operational management ability with track record of leading, motivating and managing teams through change to achieve sustained levels of high performance.
<ul style="list-style-type: none"> Commitment to BCC values, fostering a diverse and inclusive culture that meets the needs of customers and staff within a safe, respectful and high-performing working environment.
<ul style="list-style-type: none"> Adaptable and resilient leader with a willingness to take on new challenges, support the organisation to deliver across a varied and changeable portfolio, successfully manage competing priorities and able to bring a positive solution-oriented mindset to every situation.
<ul style="list-style-type: none"> Strong communicator and systems thinker: possessing an analytical mindset and able to communicate ideas and concepts in a practical and engaging manner to diverse audiences.
<ul style="list-style-type: none"> Solid appreciation of the requirements of working in a politically led environment, able to quickly build trust and rapport and play a key role in delivering the administration's priorities.