

## **Head of Asset Management and Capital Projects**

### **Job Outline**

#### Main Purpose of Job

To lead and manage an intelligent client function in the delivery of capital projects, ensuring best practice in construction project management (including associated procurement and contract management) to both successful and efficient delivery, leading to good customer satisfaction.

To lead the delivery of a fully robust Asset Management function to ensure best practice property asset management is developed, embedded and practiced throughout the Council.

To lead the development of a co-ordinated Property Strategy, Capital Works Strategy and Corporate Asset Management Plan that will drive property performance in line with overall council objectives.

#### Key Accountabilities

- Ensure best practice is maintained in relation to Project Management, Customer and Supplier Relationship Management and Contract Management (including performance management).
- Maintain an overall view of asset management activity to ensure appropriate solutions/advice and that the required levels of service delivery and assurance of supply/fulfilment are successfully achieved.
- Manage supplier's project performance against agreed programme, cost, quality and safety criteria, providing prompt advice to the Contract Managers of any reoccurring or unresolved supplier performance issues.
- Ensure adequate planning and the requisite monitoring and evaluation of project management related activities e.g. design, procurement, risk management, quality and change control and client satisfaction.
- To write, or contribute to, cabinet reports, departmental contract board reports, contract review board reports, briefing notes, external enquiries, committee reports, as required on the progress and performance of the asset programme, capital strategy and capital projects.

Staff Directly Managed: 2

Budgetary Responsibility: £322,000