

SOUTH WALES FIRE & RESCUE SERVICE

JOB DESCRIPTION

DEPARTMENT	Estates
POST	Property Strategy Manager POLITICALLY RESTRICTED POST
POST NO	NU429
GRADE	Grade 18
LOCATION	SWFRS HQ
RESPONSIBLE TO	Head of Finance, Procurement and Property
RESPONSIBLE FOR	Property Services Staff
RESPONSIBILITY FOR PHYSICAL RESOURCES	Property Portfolio
RESPONSIBILITY FOR FINANCIAL RESOURCES	Yes

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To be responsible for all aspects of property management for South Wales Fire and Rescue Authority.

DUTIES AND RESPONSIBILITIES

Principal Duties:

1. To identify and acquire land and/or buildings suitable for the building or conversion of fire stations to meet the requirements of any Fire Cover Review Model undertaken by the Service.
2. To identify and acquire land and/or buildings required by the Service to enable it to effectively discharge its duties.
3. To dispose of all buildings and land that is considered surplus to requirements.
4. To manage all new build projects, leading the design team and managing consultants and contractors to completion stage

5. To oversee the maintenance and refurbishment of all properties within the portfolio together with the management of all hard facilities.
6. To advise Directors, Senior Officers and Fire Authority Members on all property related matters.
7. To provide evaluation advice to the organisation, draft development agreements and negotiate with developers and others, as appropriate.
8. To effectively manage the budget allocated, both capital and revenue, and effectively contribute to the budget setting process.
9. To effectively manage the Property Department ensuring that planned and reactive maintenance is carried out and that all statutory requirements in relation to property are carried out.
10. To develop and assist in the development of corporate, departmental and team plans to meet the aims and objectives of the Service.
11. To represent the Service in relation to property matters on working parties/groups/committees, internally, externally and in collaboration with others, where necessary.
12. To promote and incorporate equal and diversity issues in all aspects of property services' activity and champion equality and diversity across the Service, challenging inappropriate behaviour, attitudes and discrimination at all times.
13. To promote and incorporate sustainability into all aspects of property, including design features, energy management, waste management and the enhancement of biodiversity on our sites.
14. Observe and promote practices which are within the Health & Safety and Equal Opportunities policies of South Wales Fire & Rescue Service.
15. Any other duties commensurate with the post and grade.

Standard Service Requirements:

1. To attend in-house and external training courses as required.
2. Any other duties commensurate with the grade and post.
3. To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
4. To implement the principles of the Service's Equal Opportunities and Diversity policies and Welsh Language Scheme whilst carrying out the above duties.

5. To adhere to Health & Safety legislation and relevant Service policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

Organisational Values

In performing the above role, all employees of the Service are required to observe and promote the Service's core values at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

