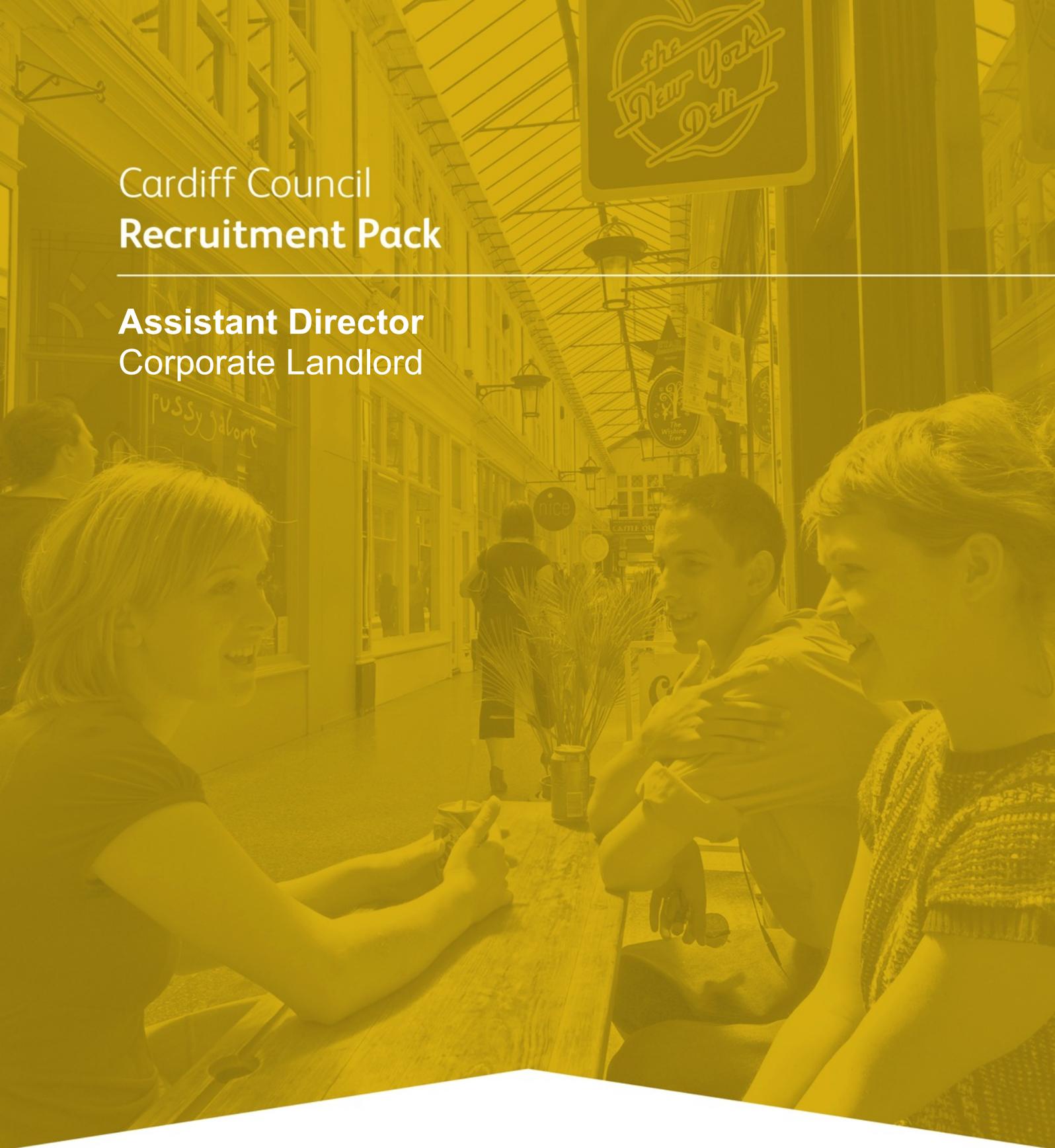


# Cardiff Council Recruitment Pack

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## Assistant Director Corporate Landlord



This document is available in Welsh/  
Mae'r ddogfen hon ar gael yn Gymraeg



# Letter from the Leader



Dear Applicant

Thank you for your interest in this exciting and challenging role.

Cardiff has been reinvented over the past quarter of a century as an internationally recognised capital city. This success can be seen in the rapid growth of the city's population with Cardiff now one of the fastest growing and most highly skilled major British cities. It can also be evidenced by strong performance in a number of headline economic indicators with unemployment down, employment growth up and visitor numbers having doubled over the last decade.

However, the proceeds of Cardiff's growth over recent decades have not been felt by all of the city's residents. The gap between the most and least prosperous communities in Cardiff is substantial. Similarly, while Cardiff's population growth is a sign of strength for the city, unless it is well-planned and well-managed it will put the city's physical and social infrastructures under real strain. This risk to the city's productivity, quality of life and standard of public services must be addressed. Tackling inequality and managing growth sustainably will therefore be at the heart of the Council's agenda.

The administration also recognises that it must deliver for Cardiff during a period of unprecedented financial austerity for the Council, and its public service partners. Protecting the services that are most important to residents will mean challenging old ways of working and embracing change where we are convinced it will deliver better services for the people of Cardiff.

As an organisation we must move away from dealing with problems in isolation and begin to integrate frontline teams that are empowered to address the day-to-day issues we know need solving. In the same way, individual directorates can no longer operate as silos: the Council must act as one seamless team to drive improvement across the city.

More broadly, the Council must work across the public services to deliver lasting solutions to complex problems. Removing the barriers that prevent people from getting a job, delivering the best outcomes for children in our care and helping people to live independently all require services to be delivered without boundaries. It demands a relentless focus on service integration to deliver the outcomes that we want to achieve.

A successful capital city is also a national, not just a regional, asset. We must be an outward-looking city, working with all our partners to make sure that Cardiff's success is shared with local people, regional partners and the country as a whole. Cardiff must be a capital city that works for Wales.

The Administration has therefore set out in its policy statement- 'Capital Ambition'- a programme of action to create opportunity, manage growth and reform public services whilst ensuring that the benefits of success are felt by all residents.

We invite you to take up the challenge with us.

Councillor Huw Thomas  
Leader of the Council



# Letter from the Director



Dear Applicant

Cardiff Council is the largest property owner in Cardiff with over 500 properties retained for operational use, and a further 500 properties retained as investment assets.

The cost of managing and operating the Council's estate is the second largest call on the Council's budget, after staff costs. This has become an increasingly important issue as the shape of the organisation has changed to reflect unprecedented financial pressures, and changing and growing customer demands.

As such, the Council's five year property strategy to transform the Council's estate, known as *Fewer But Better Buildings*, aims to reduce the size and cost of the operation, as well as modernising the estate to ensure all of the Council's operational buildings are safe, fit for purpose, and are positive environments for staff and customers.

The property strategy is regarded as a key enabler of our wider change programme which is seeking to establish the Council as a '*Digital First*' organisation. To support this, we have recently implemented a '*Corporate Landlord*' programme which has involved the centralisation of the management and operation of the Council's estate to establish better co-ordinated decision-making and governance, ensuring the best outcomes for the Council. The Corporate Landlord programme has also significantly shifted responsibility for the delivery of outcomes to this central function and is requiring continuous improvement in the performance of property related staff.

The Assistant Director Corporate Landlord post is being established to drive forward the full implementation of the Corporate Landlord model to transform the Council's estate and ensure that property related services provided to various internal and external stakeholders are excellent value for money.

You will be an experienced and talented individual, who has worked at a strategic level, preferably with public sector experience. The post-holder will provide leadership and support to a large Council team, as well as providing corporate leadership for the Council's property assets. You will be responsible for ensuring the correct, governance, processes and procedures are in place to oversee, monitor and maintain the estate on behalf of all of the Council's directorates. You will also have experience of managing large budgets and be able to demonstrate a successful track-record of partnership working.

In undertaking your role you will be joining an experienced Senior Management Team that is committed to improving Cardiff Council and the lives of people in Cardiff. In joining this team, candidates must be enthusiastic and committed team players, with a public service ethos.

This is a vital role for the city, and for Cardiff Council, and I look forward to working with the successful candidate.

Neil Hanratty  
Director of Economic Development





## CARDIFF COUNCIL

### **Assistant Director, Corporate Landlord** **Salary of £ 83,240 per annum**

This is an exciting opportunity to work in a vibrant and diverse city and to be part of a dynamic management team. In return, we ask you to bring excellent leadership and communication skills plus the passion and experience to deliver efficient, innovative, partnership-focused services to take both of us to the next level.

You will provide strategic leadership and direction on bringing together functions relating to the management and maintenance of the Council's property estate and deliver relevant aspects of the administration's Capital Ambition commitments and the Council's Corporate Plan.

The role requires an individual who is able to take lead responsibility for the successful and safe operation of a broad range of service areas; to manage and co-ordinate people, financial and capital resources to ensure the effective delivery of agreed priorities, change programmes and high quality day to day service for customers.

This is an opportunity to become part of a management team in a large and diverse leading public organisation within the capital city of Wales.

The total salary is £ **83,240** per annum.

If you are ready for this challenging but rewarding role, you can apply [here](#). For a confidential discussion please contact Neil Hanratty, Director Economic Development on (029) 2087 2052

**Closing Date: 5 February 2018 at 11.59pm**

This vacancy is suitable for post share.

We welcome applications in both English and Welsh.

**Note: The selection process for this role will involve initially an Assessment Centre, with shortlisted candidates being invited back for interview. It is envisaged that these processes will take place with Assessment Centre on 23 February 2018 and final interviews in early March 2018.**



# Role Profile



<b>Role Title</b>	Assistant Director, Corporate Landlord
<b>Grade</b>	Assistant Director Spot Salary
<b>Primary Purpose of Role</b>	To take lead responsibility for the successful and safe operation of a broad range of service areas; to manage and co-ordinate people, financial and capital resources to ensure the effective delivery of agreed priorities, change programmes and high quality day to day service for customers.
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• To translate strategic commitments for the Economic Development Directorate into an aligned framework of operational plans, and subsequently, to oversee the execution, review and improvement of these plans</li> <li>• To play the lead role in the delivery of change programmes and projects across a range of Corporate Landlord services (working with partners where appropriate) ensuring that the desired outputs and outcomes are secured</li> <li>• To effectively manage the people, financial and other resources of the service – ensuring that they are aligned with corporate priorities and genuine customer need</li> <li>• To ensure Operational Managers understand and fulfil their budgetary accountabilities; guiding and supporting them to make tougher choices within a context of diminishing resources and changing service demand</li> <li>• To facilitate and ensure the successful implementation of internal and/or external partnership arrangement</li> <li>• To establish and apply effective individual and team performance management systems in order to monitor, assess and improve standards and the achievement of key performance indicators</li> <li>• To lead, motivate and develop a team of Operational Managers (and wider management and staff group - ensuring the highest levels of buy-in and execution of the Council’s priorities and corporate objectives</li> <li>• To ensure that practices are put into place to promote safe and appropriately risk managed operational delivery</li> <li>• To lead Operational Managers in the production of robust and meaningful business plans – providing clarity of purpose, emphasis and key deliverables for Corporate Landlord services</li> <li>• To ensure that effective communication and engagement processes are in place to share new ideas, new ways of working and to provide insight to progress and achievements</li> </ul>



# Role Profile



<b>Areas of Responsibility</b>	<ul style="list-style-type: none"> <li>• Asset Management</li> <li>• Estate Management</li> <li>• Design, Projects and Delivery</li> <li>• Compliance</li> <li>• Facilities Management</li> <li>• Repairs and Maintenance</li> <li>• Energy Management</li> <li>• Property Maintenance</li> </ul>
<b>Types of Measures of Success</b>	<ul style="list-style-type: none"> <li>• Achievement of corporate priorities for the Economic Development Directorate</li> <li>• Continually improving corporate and directorate performance against key performance indicators</li> <li>• Effective budget control and management of resources, with the delivery of required financial savings</li> <li>• Satisfaction of the Cabinet Members with quality of advice offered in relation to key portfolio choices</li> </ul>

**When preparing your written application you will need to provide evidence only for the competencies identified with an asterisk. These are the essential competencies for your written application. In responding to each of the essential competency areas, you must provide examples which demonstrate how you have successfully delivered results of a size, scope and complexity comparable to the challenges faced by Cardiff Council. These and the remaining competencies will be assessed during the remaining stages of the recruitment process.**

Behavioural Competencies	Application Stage	Competency Level(s)
Putting Our Customers First	*	5
Getting Things Done	*	4
Taking Personal Responsibility	*	4
Seeking to Understand Others		4
Developing Potential		4
Leading Change	*	4
Initiating Change and Improvement	*	4
Organisational Awareness		4
Partnering and Corporate Working	*	4
Communicating		4
Analysing , Problem Solving and Decision Making		4
Equality & Diversity		4
Optimising Resources	*	4
Demonstrating Political Acumen		4





## **PRINCIPAL TERMS AND CONDITIONS OF SERVICE APPOINTMENT OF ASSISTANT DIRECTOR, CORPORATE LANDLORD**

### **1. CONTRACT**

This is a permanent appointment.

### **2. CONDITIONS**

Conditions of service will be in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities as adopted by the County Council from time to time, plus any other conditions or regulations determined by the Council from time to time in consultation with the recognised trade unions.

### **3. SALARY**

The total spot salary for this post is **£83,240** per annum. National pay awards in accordance with the JNC for Chief Officers of Local Authorities will be applied.

### **4. PERFORMANCE APPRAISAL**

There will be an annual process of performance appraisal linked to the setting and achievement of the responsibilities and accountabilities of the job; and identifying any continuing personal development needs to maintain a high level of performance. The process is separate from any scheme relating to either pay or performance related pay.

### **5. ANNUAL LEAVE**

Annual leave will be 27 days for employees with less than 5 years continuous service, and 32 days for employees with more than 5 years continuous service. You will also be entitled to 8 bank holidays.

### **6. HOURS OF WORK**

The job of Assistant Director, Corporate Landlord cannot be satisfactorily undertaken within a fixed working week and some element of unsocial hours will be required for the proper performance of the responsibilities. The inclusive salary scale for the appointment reflects the need to work in addition to and outside normal office hours.

### **7. SICK PAY**

Occupational Sick Pay Scheme will be in accordance with the JNC for Chief Officers' Conditions of Service.

### **8. PENSION**

Local Government Pension Scheme. An opting out notice is available from the Pension Section.

### **9. POLITICAL RESTRICTION**

This post is politically restricted in accordance with the Local Government and Housing Act 1989 (as amended by Local Democracy, Economic Development and Construction Act 2009).





**10. CAR LOAN SCHEME**

You are eligible for a loan (which is not a taxable benefit) under the Council's scheme.

**11. CAR MILEAGE ALLOWANCE**

HMRC rate of 45 pence per mile will apply.

**12. SMOKING**

The Council has a no smoking policy.

**13. FLEXIBILITY AND MOBILITY CLAUSE**

As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you commensurate with your grade or general level of responsibility within the organisation, at your initial place of work or at or from any other of the Council's establishments.

**14. SATISFACTORY MEDICAL REPORT**

A satisfactory medical report is required from the Council's Medical Adviser on initial appointment to the Council.

**15. NOTICE PERIODS**

This will normally be three months in writing on either side but this can be changed by mutual agreement.

**16. RESTRICTIONS ON RE-EMPLOYMENT**

Certain restrictions apply after termination of employment. These relate to not divulging confidential information. Also within 12 months not taking up employment or providing services for reward to a body in the circumstances outlined in the conditions of service, without the consent of the Council which will not unreasonably be withheld. These provisions do not apply if the termination is as a result of redundancy or externalisation of work and a consequent transfer to a new employer.

