



Job Description

Job Title:	Property Asset Management Partner
Directorate/Team:	Property & Strategic Assets
Location:	16 Summer Lane or other site/location
Responsible to:	Senior Property Asset Management Partner
Responsible for:	None
Key working relationships: (internal)	Finance, Legal, Programme Delivery, Estates, Facilities Management, Strategic Planning
Key working relationships: (external)	Local Authorities, Developers, Landowners, Consultants, Government Agencies

Purpose of the Post

To lead and influence strategic property initiatives across the organisation, ensuring alignment with the Corporate Land and Property Strategy, corporate objectives and regional priorities. The role will act as a key advisor and delivery partner, driving value from property assets and enabling transformational change through effective property strategy, planning, and stakeholder engagement.

Accountabilities

- Support the development and implementation of the Corporate Land and Property Strategy and associated policies.
- Work with directorates to align property decisions with corporate priorities, service needs, and community outcomes.
- Contribute to the development of service asset management plans and project property strategies.
- Contribute to asset challenge, asset reviews and a pipeline of projects.
- Manage the Corporate Landlord Officers Group.

Responsibilities

Strategic

- Shape and deliver long-term property strategies that support organisational transformation.
- Influence regional and national property agendas through collaboration and advocacy.
- Identify opportunities for innovation, regeneration, and commercialisation of assets.
- Identify opportunities for rationalisation, repurposing, or disposal.
- Translate service delivery needs into property solutions.
- Provide professional advice on property use, suitability, and compliance.
- Work flexibly and with integrity to meet the needs of the WMCA and the Property & Strategic Assets function.

People

- Act as the key property liaison for assigned service areas.
- Build strong relationships across teams and with external partners.
- Support and mentor colleagues in property-related disciplines.
- Promote a collaborative and inclusive working culture.

Operational

- Lead property reviews, feasibility studies, and business cases.
- Ensure robust data management and reporting on property performance.
- Ensure projects deliver value for money and meet service objectives.
- Maintain accurate property data and records.
- Monitor asset performance and contribute to reporting frameworks.
- Use data to inform decision-making and identify improvement opportunities.
- Ensure property activities comply with legal, regulatory, and policy frameworks.

Financial

- Support financial planning through property forecasting and cost analysis.
- Identify and deliver income generation opportunities from the estate.
- Ensure compliance with financial regulations and procurement policies.
- Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.

Other

- Represent the organisation at strategic forums and working groups.
- Support corporate initiatives including sustainability, net zero, and social value.
- Represent the WMCA in a professional manner.
- Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
Experience	E	D	A*	I*	T*
Proven experience in strategic property and asset management	X				
Experience working with public sector or complex stakeholder environments	X				
Leading multi-disciplinary projects and influencing senior stakeholders	X				
Skills / Knowledge	E	D	A*	I*	T*
Strong understanding of property law, valuation, and asset management	X				
Excellent communication, negotiation, and analytical skills	X				
Ability to interpret and apply policy, legislation, and market trends	X				
Experience with regeneration, community asset transfer, or public-private partnerships	X				
In-depth understanding of property law, valuation, and landlord/tenant legislation	X				
Strong grasp of asset performance, lifecycle costing, and portfolio optimisation	X				
Knowledge of public sector governance, procurement, and financial frameworks	X				
Awareness of sustainability and net-zero strategies in property portfolios	X				
Excellent communication and report-writing skills for varied audiences	X				
Familiarity with GIS, CAFM, or digital asset platforms		X			
Experience influencing elected members and senior executives		X			
Qualification / Education / Training	E	D	A*	I*	T*
Degree or extensive experience in property, real estate, planning, or related field	X				
Postgraduate qualification in strategic asset management or public sector leadership		X			
Membership of RICS or similar professional body		X			

*Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations

Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Business Continuity	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
18.12.2025	JEP702	SP38-SP42	