



Job Description

Job Title:	Senior Property & Development Manager
Directorate/Team:	Housing, Property & Regeneration
Location:	16 Summer Lane
Responsible to:	Head of Property & Strategic Assets
Responsible for:	Property Management Surveyor, Development Managers (Acquisition & Disposal) x2
Key working relationships: (internal)	Operational Assets Team (TfWM). Facilities & Workplace Services, Legal Services, Finance, all HPR teams.
Key working relationships: (external)	Property Management Contractor, Property Agents, Tenants

Purpose of the Post

The purpose of the Property & Strategic Assets is to professionally manage WMCAs property assets, ensuring we have a well-managed and sustainable property portfolio, delivering place-based outcomes for the West Midlands, meeting the WMCAs strategic objectives and service & customer needs and delivers Value for Money.

The Principal Property & Development Manager is accountable for all property projects and transactions across the organisation. Oversees asset performance, coordinates development initiatives, ensures delivery within budget and timelines, and maintains stakeholder relationships. Supervises surveyors and development managers to ensure high-quality outcomes.

Accountabilities

- Responsible for the provision and management of a comprehensive, effective asset and property surveying and management service, ensuring that the estate is effectively meeting the requirements of the WMCA.
- To be act as the accountable person for the strategic management of all Council property assets, utilising the Corporate Landlord Model.
- To manage and develop a multi-functional portfolio of assets which meets our statutory landlord obligations and service needs and strategic outcomes, including working towards carbon neutrality.
- Ensuring the property portfolio achieves Value for Money, by generating a positive financial return and/or by reducing the financial burden of maintaining the property portfolio.
- Ensure the service has the key skills and resources, including data intelligence, to meet identified need
- Deputise for the Head of Property & Strategic Assets.

Responsibilities

Strategic

- Act as strategic lead on all property acquisition and disposals, landlord and tenant agreements.
- Advise on and undertake all lettings, land, and property strategies to maximise income streams to support WMCA Property and Asset Management objectives, within budgets and on time in compliance with all mandatory and statutory standards.
- Lead on negotiation of optimal terms in respect of leases, licenses, sales, acquisitions, easements, options, break clauses and other land and property related matters in relation to land and property interests.

- Ensure all lettings are completed effectively and efficiently. Procure and manage the appointment of letting agents and act as the WMCA's representative in relation to matters relating to the letting property including any relevant Health & Safety issues.
- Manage tenancy arrangements, forging strong relationships through proactive consultation and communication, optimising customer satisfaction.
- Champion innovative, flexible, and financially effective use of space across the portfolio.
- Commission and coordinate internal legal advice to draft and complete lease and license arrangements, land purchase or other tasks requiring legal support.
- Carry out planning appraisals and present high-level reports on the options available with recommendations.
- Prepare and present highly complex, business sensitive reports and information to Committees and Board on property information to inform business decisions.
- Provide strategic advice to property enquiries in relation to the WMCA's land and property assets and projects as appropriate.
- Providing and check the relevant property data, information and financial costs for business case developments.
- Work flexibly and with integrity to meet the needs of the WMCA and the Property and Strategic Assets Team.

People

- Act as the single point of contact for contract and performance management and liaison of professional property advisors including relevant surveyors, valuers, consultants, agents and letting agents.
- Manage the contractual and day to day relationships relating to tenant management with the nominated contractual partner including management of the service charge in conjunction with the WMCA's finance team.
- Manage the Property Management Team and promote the CA's values and coach members of the team.
- Represent the WMCA in a professional manner.

Operational

- Oversee the requirement for and to prepare/approve notices required in relation to land, and property matters to derive maximum benefit from the WMCA's property portfolio including rent review notices, service charges and termination notices and any other notices as required.
- Identify, submit, and procure appropriate consents required for dealings connected with land and property including projects.
- Commission regular site visits, inspections and appropriate maintenance works for non-operational assets to ensure that any risks to H&S, insurance or otherwise are mitigated, including adverse possession claims.
- Support the gathering and systemisation of accurate asset information about WMCA's land and property portfolio, ensuring accurate records are held and take ownership of commercial records and asset information.
- Manage commissions, project pipeline and tracker for accurate reporting and management of the WMCA surveying service.
- Lead regular reviews of rates, rents and other costs concentrating on continuous improvement and optimisation.
- Support the approval process for invoices in relation to rates, rents and similar.
- Ensure regular asset valuations are sourced and undertaken for financial and insurance purposes and in line with audit recommendations.
- Minimise the impact of environmental performance on any tenancies, providing support and advice to improve ratings to mitigate any risk.
- Advise on standard documentation in relation to license and lease renewals and consents regarding the WMCA's land and property interests fully reflect the WMCA's requirements.

Financial

- Commission valuations on commercial, industrial and residential property organising the sale or rental of properties and advising the CA on the development and management of properties to implement future optimisation of the Estate.
- Ensure that any external property and asset management services in relation to land and property are managed effectively and secure value for money.

- Full financial and budgetary control of all services within their remit and achievement of the financial targets on an annual basis.
- Ensuring value for money in all contract negotiations, tenders and purchases.
- Manage the CA property payments (rents rates landlords service charges) ensuring that payments are made in accordance with contractual or other obligations.
- Calculate and manage service charges where these are applicable to Trust tenants or occupiers.
- Manage the CA's property income in order to ensure it is correctly demanded and received on time.
- Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.

Other

- Ability to travel to sites as required.
- May be required to work outside normal office hours on an occasional basis to attend meetings or meet deadlines.
- Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.
- Represent the WMCA in a professional manner.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
Experience					
Significant PQE experience in estates/property management, working on a diverse commercial portfolio from either a public or private sector environment	X		X	X	
Understanding of commercial and lease compliance issues	X		X		
Record of successfully delivering varied property and technical transactions – through lettings, rent reviews/lease renewals and other lease and property transactions.	X		X	X	
Demonstrable experience of maintaining and developing working relations with tenants, contractors, customers, and partners	X		X	X	
Experience of negotiation of acquisition and disposal of land for development or joint ventures with developers, landowners and public sector bodies	X		X		
Experience dealing with Compulsory Purchase Orders or Transport Act Works Orders		X		X	
Skills / Knowledge					
Knowledge of commercial property asset management good practice, including reviews and renewals, portfolio performance, property investment appraisal and investment transactions.	X		X		
Working knowledge of the principles and legislation around managing a public sector estate of Operational and Investment properties.	X		X		
Understanding and knowledge of external property markets and influences and wider property projects such as development, alternative uses etc	X		X		
Working knowledge of key aspects of Commercial Landlord and Tenant and property legislation	X		X		
Ability to work collaboratively within the team to deliver short, medium, and long-term workload and projects to meet a range of targets and deadlines (contractual, budgetary control etc.)	X			X	
Credible interpersonal skills to deal with a wide range of tenants, customers, contractors, and colleagues, with a collaborative approach and the ability to gain agreement through respectful persuasion to ideas, proposals, and courses of action.	X		X	X	

Experience of leading/working within a multi-disciplinary professional team e.g. co-ordinating and managing the work of external consultants	X			X	
Written and verbal communication and presentational skills required to convey complex information and reports accurately to the appropriate audience	X			X	
Effective negotiation skills needed to deliver successful outcomes in transactions, contract, and other negotiations, developing a variety of approaches to negotiation as appropriate to the individual case.	X			X	
Willing to commercially negotiate and participate within challenging contractual environments	X			X	
Ability to work at a faster than average pace, able to maintain focus and assimilate and utilize detailed information quickly in making reasoned judgements.		X		X	
Mindset of continuous improvement at the core of service delivery, working with other services to achieve the same		X		X	
Ability to work alone when necessary, including undertaking property inspections		X	X		
Qualification / Education / Training	E	D	A*	I*	T*
Educated to degree level in estates management or similar property discipline	X		X		
Chartered Surveyor MRICS or equivalent	X		X		
RICS Registered Valuer		X	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	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	JEP697	SP48-SP52	