



Job Description

Job Title:	Senior Property Asset Management Partner
Directorate/Team:	Property & Strategic Assets
Location:	16 Summer Lane
Responsible to:	Head of Property and Strategic Assets
Responsible for:	Property Asset Management Partners x2
Key working relationships: (internal)	Delivery/Enabling Teams, Finance, Legal, Estates, Facilities Management, Operational Property, TfWM directorates, Strategic Planning
Key working relationships: (external)	LGA, Cabinet Office, Local Authorities, Consultants, Government Agencies, Delivery Partners

Purpose of the Post

To lead strategic asset management across the organisation, ensuring alignment with corporate and regional priorities in order to maximise the value, performance and sustainability of property assets over their lifecycle. The role will oversee and manage the effective development and delivery of combined authority and region-wide asset programmes, including asset challenge, development of service & pan-partner place-based asset management plans, and work within the framework of the One Public Estate and other national & regional property programmes.

Accountabilities

- Lead the effective development and implementation of service-level asset management and property plans aligned with corporate objectives.
- Shape and contribute to the Combined Authority's Corporate Land and Property Strategy, including related policies and internal and external property plans
- Provide strategic property advice to senior leaders, elected members, and service directorates.
- Provide expert programme advice and oversight to senior stakeholders & regional partners.
- Coordinate multi-disciplinary teams to deliver complex asset initiatives, internally and across partner organisations
- Ensure compliance with governance, policy, and funding requirements.
- Effectively manage risk by way of appropriate reporting and mitigation, and ensure alignment with Corporate Risk and governance processes.

Responsibilities

Strategic

- Oversee the strategic asset management of the Combined Authority's property portfolio, with reference to wider regional strategies and aims.
- Ensure assets are used efficiently to support service delivery, mayoral priorities, and integrated growth outcomes.
- Lead on property reviews to identify underutilised or surplus assets and opportunities for alternative uses including capital receipts, co-location, collaboration and delivery of place-based/regeneration outcomes
- Develop a corporate approach for prioritising and delivering property asset challenge across the estate
- Support and feed into business cases and support directorates & partners on projects where there are property asset management implications, including the delivery of programme property strategies

- Review current KPIs collected in relation to property functions and the performance of the overall estate with a view to introducing a more appropriate and relevant suite of measures.
- Champion the Corporate Landlord approach, formalising it through simple consistent service standards, policies and guidance.
- Work within the framework of the West Midlands One Public Estate programme and other national & regional property programmes, supporting local authorities and regional partners in a strategic 'Our Estate' approach to Asset Management across the region
- Work collaboratively across the WMCA and with public and private partners and key stakeholders engaged in programme delivery, ensuring robust and functional governance structures are put in place to ensure timely implementation and alignment with corporate reporting processes.
- Champion partnership working and cross-organisational projects which support the principles of "Our Estate – the West Midlands shared Public Land Charter"
- Provide support & critical input on alignment of programme implementation & multi-year settlements with WMCA's strategic frameworks including WM2041, the Growth Plan, Investment Prospectus, and Devolution Deal.
- Provide strategic coordination across property programmes.
- Work flexibly and with integrity to meet the needs of the WMCA and Property & Strategic Assets function.

People

- Build collaborative relationships across teams and with external partners.
- Support and mentor programme and planning professionals.
- Promote a culture of accountability and continuous improvement.
- Act as the primary liaison for asset management matters across WMCA directorates.
- Influence and negotiate with internal and external stakeholders to achieve shared property goals.
- Line manage, mentor and lead two property business partners, and matrix manage others on a project by project basis

Operational

- Implement robust governance and assurance processes in line with WMCA's Single Assurance Framework
- Manage risk and mitigation strategies aligned with corporate risk processes
- Deliver 'in-flight reviews' of projects to assess alignment with corporate objectives
- Work collaboratively across the WMCA and with public and private partners and key stakeholders engaged in programme delivery, ensuring robust and functional governance structures are put in place to ensure timely implementation and alignment with corporate reporting processes.
- Oversee the maintenance of accurate property data and performance metrics to inform decision-making.
- Use data to monitor asset performance and support continuous improvement.

Financial

- Provide clear, accurate financial and risk reporting to internal boards and stakeholders.
- Ensure compliance with budgetary constraints, contract conditions, and value-for-money principles.
- Liaise with finance colleagues to ensure appropriate resource allocation and approvals.
- Work collaboratively across the WMCA and with public and private partners and key stakeholders engaged in programme delivery, ensuring robust and functional governance structures are put in place to ensure timely implementation and alignment with corporate reporting processes.
- Ensure compliance with Standing Orders, Financial Regulations and technical standards that affect workplace and legislative requirements.
- Support financial planning through property-related forecasting, cost-benefit analysis, and investment appraisal.
- Identify opportunities for income generation, cost savings, collaboration, and efficiency improvements through better asset use.
- Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.

Other

- Represent the organisation at events and speaking engagements, deputising for senior leadership as needed.
- Promote the work of the team and build a network of professional contacts and influencers.

- Promote the work of the team and strengthen and expand the team’s professional contacts network of key influencers and decision makers, including representing the CA at events and speaking engagements by deputising for members of the HPR Leadership Group where requested.
- Undertake other duties as may reasonably be requested by the Head of Property & Strategic Assets or other members of the HPR Leadership Group, as is commensurate with the level of seniority this post carries. Due to the nature of work, from time to time there will be the requirement to work outside of normal office hours.
- Represent the WMCA in a professional manner.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Extensive experience managing large-scale housing, regeneration, and strategic asset programmes at a senior level	X				
Significant experience in strategic property and asset management	X				
Proven track record of delivering complex property projects and programmes	X				
Experience in stakeholder engagement and cross-departmental collaboration	X				
Proven track record of leading multi-disciplinary capital and revenue projects	X				
Experience in a senior leadership role within local government	X				
Demonstrable experience of dealing with the general public and influencing elected members and senior executives internally and across regional public-sector organisations	X				
Extensive experience in regeneration, community asset transfer, or public-private partnerships		X			
Extensive experience of working with senior Government officers on programme delivery and funding requirements & expectations		X			
Skills / Knowledge	E	D	A*	I*	T*
Strong delivery focus with programme management expertise and influencing skills	X				
Ability to lead and motivate teams, manage performance, and deliver results	X				
Experience in public consultation, planning contributions (e.g. S106), and modern construction methods	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				
Strategic thinking and ability to align property decisions with corporate objectives	X				
Excellent communication and report-writing skills for varied audiences	X				
Proficient in property management systems and Microsoft Office	X				
Programme and change management skills	X				
Professional, proactive, and politically aware	X				
High level of integrity, discretion, and accountability	X				
Commitment to innovation and continuous improvement	X				
Qualification / Education / Training	E	D	A*	I*	T*
Degree-level education with membership of a relevant professional body	X				
Project or programme management qualification (e.g. PRINCE2, MSP)		X			
Postgraduate qualification in strategic asset management or public sector leadership		X			
Membership of RICS or equivalent 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	JEP701	SP48 - SP52	