



Job Description

Job Description

Job Title:	Asset Development Manager
Directorate/Team:	Integrated Transport Services / Operational Assets
Location:	16 Summer Lane or other site/location
Responsible to:	Head of Operational Assets
Responsible for:	1 direct report
Key working relationships: internal	Head of Operational Assets; Operational Asset Team; Strategic Asset Management team; Bus Depot Working Group; Corporate Landlord Officer Group; WMCA/TfWM leadership; TfWM and wider WMCA colleagues and stakeholders.
Key working relationships: external	Partners, suppliers, elected Members, public authorities, contractors and stakeholder organisations across the WMCA constituent area.

Purpose of the Post

The Asset Development Manager will lead the development and continuous improvement of asset strategies, contract specifications, maintenance requirements and asset management systems to ensure the optimal performance of the TfWM asset estate. The postholder will develop longer-term asset management plans and strategies, support the delivery of acquisitions/disposals, maintenance, cleaning and landscaping requirements, and identify opportunities to improve operational efficiency, commercial income, asset performance and customer experience.

Accountabilities

- Support the development of revenue and capital budget submissions, including appropriate monitoring and forecasting.
- Ensure value for money and follow appropriate governance processes for all financial and procurement activity.
- Lead the development and continual improvement of TfWM asset strategies, standards, inventory and systems in line with relevant legislation, best practice and ISO 55000 principles.

Responsibilities

Strategic

- Work flexibly and with integrity to meet the needs of WMCA, TfWM and the Integrated Transport Services function.
- Lead the development of long-term TfWM asset management plans and strategies for a diverse and extensive range of physical assets.

- Develop asset strategies for each transport asset group, considering strategic objectives, whole-life costs, dependencies, risks, accessibility, sustainability and stakeholder requirements.
- Lead on the development of WMCA's Asset Management System in line with ISO 55000 principles.
- Develop and promote innovation in asset management techniques and embed a continuous improvement culture.

People

- Manage, support and develop direct reports and contribute to effective multi-disciplinary working across the Operational Asset Team.
- Work collaboratively with internal and external stakeholders, building effective relationships across WMCA, TfWM, partners, suppliers and elected Members.
- Deputise for the Head of Operational Assets as required.
- Coach and support colleagues in the implementation of new systems, processes and operating arrangements.

Operational

- Identify and develop longer-term planned maintenance needs for TfWM assets and facilities.
- Develop contract specifications for maintenance, cleaning, landscaping and asset-related products and services in accordance with financial regulations.
- Lead the continual development and maintenance of the TfWM Asset Inventory, supported by asset management systems including Enterprise Asset Management and AM2.
- Carry out systematic reviews of sites, systems, data and ways of working to identify opportunities for development, operational efficiency and improvement.
- Translate improvement activities into projects, plan delivery and oversee implementation.
- Collect and analyse relevant asset data across TfWM and the wider Combined Authority.
- Assess asset risks, taking account of statutory legislation, best practice, condition, performance, failure, capacity, demand and strategic direction.
- Ensure TfWM's responsibilities as owner and operator of assets are discharged, including legislative requirements such as CDM and Road and Street Works Act requirements.
- Produce accurate, concise reports, business plans and briefings that summarise complex financial, operational and development issues and provide clear recommendations.

Financial

- Assist with revenue and capital budget submissions, monitoring and forecasting.
- Explore and implement efficiencies across the TfWM asset base to increase commercial income and reduce operational expenditure.
- Ensure value for money and compliance with appropriate governance and procurement processes.

Other

- Represent WMCA in a professional manner.
- Take responsibility for health, safety, training and development requirements as set out in the appropriate TfWM policies.
- 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 criteria.

E=Essential/D=Desirable

Experience

			Evidence?		
Criteria	E	D	A	I	T/A
Extensive demonstrable experience of asset management in a professional environment involving a diverse and extensive range of physical assets.	x		x	x	
Significant experience of developing and implementing new systems, processes and operating arrangements, including coaching and supporting colleagues in their application.	x		x	x	
Experience of working within the principles of PAS 55 / ISO 55000.	x		x	x	
Significant experience of establishing and maintaining effective relationships with a wide range of groups, individuals and organisations, including representing WMCA externally with partners, suppliers and elected Members.	x		x	x	
Experience of risk management techniques.	x		x	x	
Experience of working in and managing multi-disciplinary teams.	x		x	x	
Experience of consulting, negotiating and delivering business change, including engaging and managing colleagues through the change cycle.	x		x	x	

Experience of working in or with public authorities.		x	x	x	
Experience of the implementation and principles of Building Information Modelling (BIM).		x	x	x	

Skills and Knowledge

Criteria	E	D	A	I	T/A
Proactive, determined and able to act on own initiative.	x		x	x	
Ability to assimilate and understand information quickly.	x		x	x	
Expert communication and influencing skills across all levels, including senior leadership and elected Members.	x		x	x	
Ability to draft documentation to a high standard.	x		x	x	
Self-motivated and able to work under pressure.	x		x	x	
Determination to improve quality and strive for excellence.	x		x	x	
Creative approach to problem solving.	x		x	x	
Ability to manage and facilitate a diverse programme of work activities delivered by others to achieve business objectives.	x		x	x	
Aptitude for working corporately and establishing good working relationships with colleagues from other disciplines.	x		x	x	
Ability to work directly in a highly local political environment and respond swiftly to changing priorities.	x		x	x	
Strong analytical skills, with the ability to review complex information and determine the best approach.	x		x	x	

Qualifications, Education and Training

Criteria	E	D	A	I	T/A
Educated to degree level or able to demonstrate equivalent knowledge, skills and experience.	x		x	x	

Key: E = Essential; D = Desirable; A = Application; I = Interview; T/A = Test/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 for 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 relevant legislation, corporate policies and the best interests of data subjects, WMCA, partners and the West Midlands.
Adherence to Policies	Be aware of and comply with all organisation policies.
Matrix Working	Work in a matrix way when required by actively collaborating across directorates, functions or geographic areas to achieve shared goals.
Business Continuity	Actively participate in business continuity training and exercises when required, ensuring understanding of and compliance with business continuity plans and procedures.
Other	There may be a requirement to work outside normal office hours on occasion, including within stakeholder and partner offices across the WMCA constituent area.
Values	

Collaborative	We work as one organisation, building trust, connection and shared purpose across teams and partners to create the biggest impact for our region.
Inclusive	Every voice matters – we create belonging, fairness and psychological safety so everyone can thrive.
Innovative	We think future and act smarter – embracing curiosity, creativity and continuous improvement to shape the future.
Driven	Focused on impact – leading with clarity, care and courage to deliver meaningful results for the West Midlands.
Our culture is built on collective leadership, where everyone plays a part in shaping how we work and succeed together. Guided by our values, we create an environment where people feel valued, supported and able to contribute their best. Through behaviours grounded in clarity, care and courage, as set out in our Leadership Statement, we are making the West Midlands Combined Authority the best place to work and belong.	

Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☐	No ☐	Basic ☐	Standard ☐	Enhanced ☐	None ☐	Yes ☐	No ☐

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
Position Reference			