

Job Description: Head of Assets

Reports to: Assistant Director – Development and Assets

Grade: JNC Band 4

PURPOSE OF JOB

To be an accountable manager, responsible for ensuring that we achieve our outcomes and help set the tone for our agile organisation.

Take definitive action, lead and develop talent and promote reciprocal accountability across the relevant functional area and the council.

Providing management and accountability by:

- defining and communicating the vision and council priorities in line with set policy and intent
- ensuring the solution delivers the impact and outcome in line with expectation.
- ensuring that real need is being addressed
- assuring ongoing sustainability of any function, and if necessary, taking the decision to cease
- leading the team with accountability, decisions and management.

Deputise for the Assistant Director – Development and Assets exercising decision making on behalf of the council commensurate with the scheme of delegations.

Responsible for Strategic Asset Management, embedding a one council corporate approach to the use of our assets (property, land and open spaces) ensuring relevant legal compliance, risk management, assurance over health and safety, developing innovative and creative solutions to deliver the ambitions of our Council Plan.

Deliver transformation across the functional area to improve efficiency, value for money, and achieve new ways of working.

Design and implement service delivery solutions to ensure the achievement of targets set out in the Council Plan, Economic Growth Plan, Local Plan and other supporting investment plans, for example Local Regeneration Fund, and opportunities to deliver the best outcomes for the people and place of North Lincolnshire.

Ensure all statutory and regulatory obligations are met and related to the functional areas, remain safe and robust.

Take definitive action, develop talent and promote reciprocal accountability across the relevant functional area and the council.

Ensure that North Lincolnshire maximises opportunities and aligns strategic priorities with national and local policy.

ACCOUNTABILITIES

- Manage contracts and service compliance and provide assurance on risks and controls in the functional area.
- Manage the functional area which includes Property – under a corporate landlord approach including consideration of assets for disposal and options such as community asset transfer - Property Construction and Maintenance, Health & Safety, Facilities Management, Catering and Cleaning, and Leisure compliance, including the deployment of resources and budget management in accordance with all council and place plans. Matrix management in relation to Sustainability and Energy Management.
- Prepare, implement, and evaluate strategic policy plans, statutory guidance, performance standards and contractual matters within the functional area to ensure that the council's outcomes and statutory obligations are met within a culture of continuous improvement, within agreed budgets and with financial probity.
- Provide advice to the Senior Leadership Team, external agencies and colleagues across the Council and Place partners.
- Deal with complaints and enquiries concerning real or perceived failures in service provision and to undertake necessary investigation and implement appropriate remedial measures.
- Ensure the continuing professional development of oneself and all staff and ensure that the necessary levels of qualification and competence are maintained.
- Specify, procure and implement service and supply contracts for the functional area.
- Work with North Lincolnshire Council partners and officers to create pipeline capital and revenue schemes for future funding and ensure an appropriate accountability and assurance framework is in place to secure robust delivery.
- Plan, initiate and lead (where appropriate) work and represent North Lincolnshire with government agencies and other statutory bodies to secure policy support and funding into the area; sometimes dealing with contentious issues for example those of compliance relating to health and safety.
- Lead and manage the activities of the functional area in delivering strategic outcomes as well as programmes of work to improve the quality of strategies, initiatives and policies to

bring about continuous improvement of our built environment, infrastructure, and supporting assets.

- Lead and enable support to ensure that the council uses its assets to achieve our ambition and priorities within the Council Plan.
- Develop, enable, and progress an innovative, effective and strategic approach to the management of corporate property, with a key focus on ensuring legal compliance, disposal, renewal and replacement, and innovative transformation including opportunities for digitisation and condition-based maintenance regimes.
- In conjunction with the Head of Development and Head of Planning, consider the opportunities for the reuse of Council Assets to meet the needs of the community for employment and residential uses.
- Lead as incident/recovery manager in Corporate Emergency Planning arrangements and incidents.

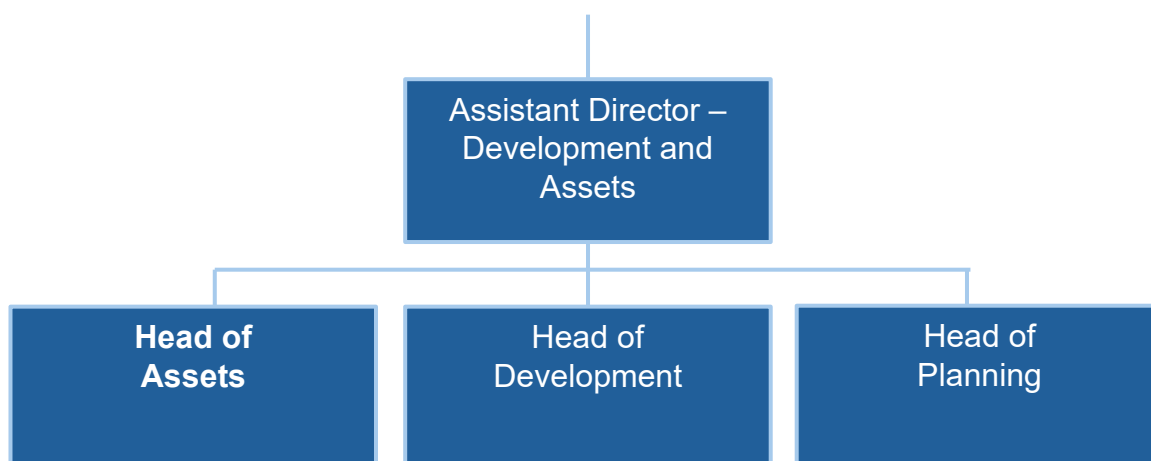
FUNCTIONS

Provide strong, forward-thinking and positive accountability in the relevant functional area and across other resources and partnerships, in order to deliver ever-improving performance relating to the functions for which the post holder has accountability, principal amongst which are:

- Corporate Landlord
- Asset / Property Management
- Property Maintenance
- Corporate compliance
- Health and Safety
- Facilities Management
- Catering and Cleaning
- Leisure Compliance

ORGANISATION

Director
Communities



DIMENSIONS

As a member of the council's management team shared responsibility for the overall resources and performance of the council.

Contributes to the management of the council's budget of £17.2m (approx.) (inc. £4.2m commercial property portfolio and corporate landlord budgets) in addition to varying Capital budgets across the functional area (upwards of £5m per annum property capital investment).

Direct management of 4 posts

Total staffing responsibility: c.240

JOB CONTEXT

Regular contact with:

- Directors
- Tier 2 roles
- Chief Executives and Directors of Partnership Organisations
- MPs
- Ward Members
- Community Leaders
- Government Ministers
- Government departments such as the Health and Safety Executive
- External Inspection agencies
- Town and Parish Councils

Local Government and Housing Act 1989 – Politically Restricted Posts

In accordance with the above legislation, this post is 'politically restricted'. In simple terms this means that you are prevented from having any active political role either in or outside the workplace. This debars you from holding political office but also restricts you from canvassing,

from speaking in public or publishing a work which might give the impression that you are advocating support for a political party.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Evidence and proven experience of promoting and delivering creative thinking across an organisation. Our local context of this is One Council, One Place, One Family, One Purpose.
- Professionally qualified, having credibility in one or more relevant functional areas.
- A good understanding of the current challenges facing local government generally and specifically in relation to asset management, compliance, and safety.
- Skills and experience in translating national policy and legislation into local solutions.
- Successful management of people and service performance in a diverse environment.
- Resilient manager with the ability to empower others and develop leadership at all levels.
- Knowledge and understanding of the relevant regulatory frameworks and requirements in relation to the functional areas.
- Personal and professional credibility and integrity.
- Excellent proven track record in accountable management in a complex functional area.
- Experience and proven track record in working collaboratively to organise people and resources towards the effective and efficient achievement of council ambitions and outcomes.
- Ability and experience to lead, set clear and realistic expectations of others.
- Experience of managing challenging situations and problems.
- Flexible and adaptable, able to build on both successes and failures to learn and improve.
- Excellent communication skills together with networking skills that inspire trust, encourage forward thinking, engagement and co-development.
- A good understanding of Local Government and operating in a political environment.
- Strong commitment to diversity and inclusion.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are common occurrences and do not justify a reconsideration of the grading of the post.

APPROVED BY:

(Please sign)

Postholder: Date:

Manager: Date:

JE Reference	LGA115
Date evaluated	6 January 2026
Version	V1
Last updated	1 April 2026

Employee Specification

ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)

• Evidence and proven experience of promoting and delivering creative thinking across an organisation. Our local context of this is One Council, One Place, One Family, One Purpose. • Knowledge and understanding of the relevant regulatory frameworks and requirements in relation to the functional areas. • Successful management of people and service performance in a diverse environment. • Personal and professional credibility and integrity. • Excellent proven track record in accountable management in a complex functional area. • Experience and proven track record in working collaboratively to organise people and resources towards the effective and efficient achievement of council ambitions and outcomes. • Ability and experience to lead, set clear and realistic expectations of others. • Flexible and adaptable, able to build on both successes and failures to learn and improve.	
Knowledge, Skills and Experience	Interview
• Good understanding of Local Government and operating in a political environment • Good understanding of the current challenges facing local government generally and specifically in relation to asset management, compliance, and safety. • Skills and experience in translating national policy and legislation into local solutions. • Excellent communication skills together with networking skills that inspire trust, encourage forward thinking, engagement and co-development. • Resilient manager with the ability to empower others and develop leadership at all levels. • Experience of managing challenging situations and problems. • Strong commitment to diversity and inclusion.	
Education, Training and Qualifications	Original documents
• Professionally qualified, having credibility in one or more relevant functional areas	
Working Arrangements	Interview
• May require work outside of normal operating hours including evenings and weekends. • Will be part of an emergency on-call duty rota	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)

• Good understanding of management and leadership • Understanding of theory and good practice in organisational development. • Experience of delivering service transformation	
Knowledge, Skills and Experience	Interview
• Ability to lead across boundaries in difficult situations and influence others	
Education, Training and Qualifications	Original documents
• Relevant post-graduate or professional qualification. • Evidence of continuous professional development.	
Working Arrangements	Interview

THE POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes ☐	No ☒
Political restriction	
Yes ☒	No ☐
The ability to speak fluent English under the Immigration Act 2016	
Yes ☐	No ☒